www.bc.edu/oiss
A Social Security Number **alone** does NOT give you authorization to work!!

You **must** have work authorization!!
On-campus Employment

- Limited to **20 hours a week** while school is in session, or **full-time during vacation periods**
- Cannot be a federally funded work-study position
- Authorized by the OISS
- Must obtain job offer in advance to apply for work permission and Social Security number
On-Campus Student Employment Listings

Student Employment

Welcome to the Boston College Student Employment website! This site has been developed to assist you in your search for hourly paid employment, as well as to provide a wide range of information. For specific information, select an area of employment interest either below or on the left.

Please feel free to contact our office if you have any questions, and best wishes as you explore the various employment opportunities available to you as a student at Boston College.

Please note: Some of these files are Adobe Acrobat® (PDF) formatted files. To view them, you will need to download the free Adobe Acrobat file reader.

### Academic Year
- On-Campus Listings
- Off-Campus Federal Work-Study Listings
- Off-Campus Federal Work-Study Information
- Academic Year Information

### Summer
- On-Campus Listings
- Off-Campus Federal Work-Study Listings
- Off-Campus Federal Work-Study Information
- Summer Information

Information for Employers

- On-Campus (BC Departments, Offices, or Facilities)
  - One-Time Services: Hiring and Payment Methods
- Off-Campus Federal Work-Study (Non-Profit Organizations or Government Offices)
- Area Residents and Other Employers
Off-Campus Employment Options for F-1 Students

- “Unforeseen Economic Need” work card
- Curricular Practical Training (CPT)
- Optional practical training (OPT)
  - Pre-completion OPT
  - Post-completion OPT
“Unforeseen Economic Need”

- Student must document that need exists due to unforeseen circumstances beyond student’s control.
- Employment not restricted to any field of study.
- Authorized by the Immigration Service.
- Processing may take 3+ months to be approved.
- Approval very rare → Consult OISS if you feel you may qualify.
OPT and CPT Eligibility

- Must have completed one academic year in the US in almost all cases
- Employment must be directly related to your major at BC
- Limited to 20 hours a week while school is in session, or full-time during vacation periods

All off-campus work or internships require a new I-20 form!
Curricular Practical Training (CPT)

- Must be required for degree or for academic credit which counts toward degree
- Approval is employer specific
- Can be part-time (during classes) or full-time (during breaks or doctoral continuation)
- Does not affect OPT eligibility → unless you use more than 365 days of full-time of CPT
- Processed in 1-2 weeks by OISS
- Required for any unpaid internships completed for academic credit
Examples of CPT

- An MBA or MSF student approved for Directed Research Course → credits count towards degree
- A PhD student who must do research at another institution for their dissertation → required for degree completion
- Social Work, Counseling, Teaching students completing practicums → required for degree completion
- Undergraduate students completing an internship or independent study → credits count towards degree
Applying for CPT

**Step 1:** Obtain a job/internship/practicum offer

**Step 2:** Submit **CPT I-20 Request Form and Job Offer Letter or Email**
- Employment start and end dates
- Number of hours per week
- Brief job description

**Step 3:** Wait **1-2 weeks** for new CPT I-20

*CPT must be approved IN ADVANCE of employment start date*
www.bc.edu/oiss

OISS Forms

In order to help facilitate obtaining the services that you need from the Office of International Students and Scholars, we are pleased to offer part of the process online. For all of the forms please read the instructions, download the form, and bring it to The Thea Bowman House on 72 College Road (or email to bcis@bc.edu) along with the required supporting documentation.

PRE Completion OPT Application Form
Read the enclosed instructions and use this form to apply for PRE-completion Optional Practical Training.

Post OPT Application Form
Read the enclosed instructions use this form to apply for Post-completion Optional Practical Training.

CPT Application Form
Read the enclosed instructions and use this form OISS form to apply for Curricular Practical Training.

Statement Concerning F-1 Student’s Application for a Social Security Number
(Boston College Official use only)
BC offices hiring international students must complete this form on department letterhead in order for international students to apply for a Social Security Number. If you have any questions concerning this form please contact us at 617.552.8005 or bcis@bc.edu

Required Post-OPT Employer and Address Reporting Form
During your POST-completion OPT period ALL students on OPT are required by law to report their address and employment information to the OISS within 10 days of any change. Failure to report an employer (or your departure or change of status) within 90 days of your OPT approved start date will result in termination of your F-1 status!
CPT I-20 Request Form

Must be signed by your Dean’s Office, Department Chair, or Academic Advisor!
Optional Practical Training (OPT) Basics

- Must be approved by the Immigration Service
- **No job offer required**
- Not employer specific
  - Employment **must** be related to degree at BC
- Eligible for a total of 12 months **per degree level**
  - May be used **during** or **after** completion of studies
- Limited to **20 hours a week** while school is in session, or full-time during vacation periods
- **$410 application fee**
No CPT for your summer internship? Pre-Completion OPT

- Can be approved part-time or full-time
- Time approved by Immigration Service will be deducted from 12-month total eligibility
  - Part-time OPT is deducted at ½ time rate

Submit application to OISS around 3 ½ months prior to employment start date.
Jobs after BC?
Post-Completion OPT

- Must be full-time
- Must select start and end dates for EAD card in advance and dates cannot be changed

Application must be received by the Immigration Service within a strictly enforced application period based on the program completion date!
Applying for OPT

Step 1: Submit OPT I-20 Request Form and I-765 Form no sooner than 3½ months prior to your program completion date or start date for pre-OPT and no later than 1½ months after completion.

Step 2: Pick up new OPT I-20 and I-765 in 1-2 weeks

Step 3: Mail OPT I-20, I-765, and all documents and fees on the Mailing Checklist to the Immigration Service on your own

Step 4: Wait up to 3 months for approval and another 1-3 weeks to receive your EAD card. You cannot begin work until you have your EAD card and reached the EAD start date.
Step 1: Submit OPT I-20 Request Form and I-765 Form

Boston College OISS
Office of International Students and Scholars

POST-Completion Optional Practical Training (OPT) Request Form

Instructions:
1. Read the attached instructions carefully and complete Part I
2. Ask your Dean’s Office, Department Chair or Advisor to sign Part II
3. Return the signed forms to the OISS at the Dea Bowman House 72 College Rd.

Part 1: To be completed by the student

Last/First/Given Name:
NON BC-email:
Phone number:
Major(s):

Have you received off campus work permission (OPT or CPT) from a different university in the past? ☐ Yes ☐ No

OPT Start date (mm/dd/yyyy): ___________, OPT End Date (mm/dd/yyyy): ___________. If you are completing your studies on May 15th, you can choose a date between May 15th and July 31st. Once submitted to the Immigration Service they CANNOT be changed.

I am currently seeking a job or internship: Skip Employer section. I understand that I must begin work and report my employer to the OISS within 90 days of the start date of my OPT or my F-1 status will be terminated.

I have secured employment: Please complete the required employer information below. I understand that I must report any changes in my employment to the OISS within 10 days of the change.

Employer Info:
Name: ________________________________
Address: ________________________________
City: ___________________ State: ______ Zip code: __________
Employment start date (mm/dd/yyyy): ___________, Job Title (if known): _____________________

Explain how this job is related to your major:

Part 2: To be completed by the Dean’s Office, Department Chair, or Academic Advisor:

The above student is applying for work permission after completion of studies through the U.S. Immigration Service. If granted, this student will be authorized for employment directly related to his/her degree. Please confirm the following:

The student is considered to be full-time, in good academic standing and is expected to complete ALL degree requirements including thesis/dissertation/required assistantships by: ___________.

* Note: This date is not necessarily the graduation date, especially for PhD students. Master’s students who finish in the first summer session should have the end of that first summer session as their completion date.

Name: ____________________________ Title: ____________________________
Signature: ____________________________ Date: _______________________

Please return this form to the student so that they may submit the forms to the OISS for processing.

Thun Bowman House 72 College Road Chestnut Hill, MA 02167 • Phone: 617-552-2065 • Fax: 617-552-2190 • ios@bc.edu • www.bc.edu/ios
www.bc.edu/oiss
Program Completion Date

Boston College OISS
Office of International Students and Scholars

POST-Completion Optional Practical Training (OPT) Request Form

Instructions:
1. Read the attached instructions carefully and Complete Part I.
2. Ask your Dean's Office, Department Chair or Advisor to sign Part II.
3. Return the signed form to the OISS at the Thea Bowman House 72 College Rd.

Part 1: To be completed by the student

Last/Family name: __________________________ First/Given Name: __________________________
NON BC-email: __________________________ Phone number: __________________________
Major(s): __________________________

Have you received off campus work permission (OPT or CPT) from a different university in the past?  [ ] Yes  [ ] No

OPT Start date (mm/dd/yy): ____________ OPT End Date (mm/dd/yy): ____________
You must choose a start date within 60 days after your completion of studies date. Example: If you complete your studies on May 23rd, you can choose a date between May 23rd and July 22nd. Once submitted to the Immigration Service they CANNOT be changed.

[ ] I am currently searching for a job or internship: Skip Employer section. I understand that I must begin work AND report my employer to the OISS within 90 days of the start date of my OPT or my F-1 status will be terminated.

[ ] I have secured employment: Please complete the required employer information below. I understand that I must report any changes in my employment to the OISS within 30 days of the change.

Employer Info:
Name: ____________________________________________
Address: ____________________________________________
City: __________________________ State: __________ Zip code: __________

Employment start date (mm/dd/yy): ____________ Job Title (if known): ____________

Explain how this job is related to your major:
________________________________________________________________________
________________________________________________________________________

Part 2: To be completed by the Dean's Office, Department Chair, or Academic Advisor:

The above student is applying for work permission after completion of studies through the U.S. Immigration Service. If granted, this student will be authorized for employment directly related to their degree. Please confirm the following:

The student is considered to be full-time, in good academic standing and is expected to complete ALL degree requirements including thesis/dissertation/required assistantship by: ______/_____/______/*  

* Note: This date is not necessarily the graduation date, especially for PhD students. Master's students who finish in the first summer session should have the end of that first summer session as their completion date.

Name: ____________________________________________ Title: __________________________

Signature: ____________________________________________ Date: __________________________

Please return this form to the student so that they may submit the form to the OISS for processing.

Thea Bowman House 72 College Road Chestnut Hill, MA 02167 • Phone: 617-552-8005 • Fax 617-552-2190 • bciss@bc.edu • www.bc.edu/OISS
Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1655-0038

SEVIS ID: NOO

<table>
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<tr>
<th>Surname/Primary Name</th>
<th>Given Name</th>
<th>Class</th>
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<tbody>
<tr>
<td>Student</td>
<td>Happy</td>
<td>F-1</td>
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<td></td>
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<tr>
<th>Form I-20 Reason</th>
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<table>
<thead>
<tr>
<th>School Information</th>
<th>School Address</th>
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<tbody>
<tr>
<td>School Name</td>
<td>140 Commonwealth Avenue, Chestnut Hill, MA 02467</td>
</tr>
<tr>
<td>Official to Contact Upon Arrival</td>
<td></td>
</tr>
<tr>
<td>Student Name</td>
<td></td>
</tr>
<tr>
<td>Assistant Director</td>
<td></td>
</tr>
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<th>Program End Date</th>
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<tr>
<td>Education Level</td>
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<td>Major 1</td>
<td></td>
</tr>
<tr>
<td>Educational Leadership and Administration</td>
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</tr>
<tr>
<td>Major 2</td>
<td></td>
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<table>
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<th>Normal Program Length</th>
<th>Program Start Date</th>
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<td>12 Months</td>
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<table>
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<tr>
<th>Financials</th>
<th>Estimated Average Costs for 12 Months</th>
<th>Student’s Funding for 12 Months</th>
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<tr>
<td></td>
<td>Tuition and Fees</td>
<td>$ 23,680</td>
</tr>
<tr>
<td></td>
<td>Living Expenses</td>
<td>$ 34,625</td>
</tr>
<tr>
<td></td>
<td>Expenses of Dependents (0)</td>
<td>$ 0</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>$ 0</td>
</tr>
<tr>
<td></td>
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<td>$ 48,395</td>
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</table>

<table>
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<th>Remarks</th>
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</thead>
</table>

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<thead>
<tr>
<th>School Attestation</th>
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</thead>
<tbody>
<tr>
<td>I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States and the information provided is accurate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date Issued</th>
<th>Place Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, M. Shea, Assistant Director</td>
<td>22 July 2015</td>
<td>Chestnut Hill, MA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Attestation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form reflects accurately to me and is true and correct to the best of my knowledge. I certify that I intend to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records held by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Parent or Guardian</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Student</td>
<td></td>
</tr>
</tbody>
</table>

ICE Form I-20 (3/31/2018)
What is my program completion date?

- May 2019 graduates → Commencement Day
- August 2019 graduates → last day of your final summer session classes
- December 2019 graduates → last day of classes during fall semester
- PhD students → Thesis defense date, including revisions and the last day of any assistantships.
OPT Start & End Dates

Boston College OISS
Office of International Students and Scholars

POST-Completion Optional Practical Training (OPT) Request Form

Instructions:
1. Read the attached instructions carefully and complete Part I
2. Ask your Dean’s Office, Department Chair or Advisor to sign Part II
3. Return the signed form to the OISS at the Thea Bowman House 72 College Rd.

Part 1: To be completed by the student

<table>
<thead>
<tr>
<th>Last/Family name:</th>
<th>First/Given Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NON BC-e-mail:</th>
<th>Phone number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Major(s):</th>
</tr>
</thead>
</table>

Have you received off-campus work permission (OPT or CPT) from a different university in the past? [ ] Yes [ ] No

OPT Start date (mm/dd/yy): __________  OPT End Date (mm/dd/yy): __________

You must choose a start date within 60 days after your completion of studies date: Example: If you complete your studies on May 23rd, you can choose a date between May 23rd and July 23rd. Once submitted to the Immigration Service they CANNOT be changed.

I am currently searching for a job or Internship/Internship: [ ] Yes [ ] No

Employer Info:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip code:</th>
</tr>
</thead>
</table>

Please complete ALL address fields.

Employment start date (mm/dd/yy): __________  Job Title (if known): __________

Explain how this job is related to your major: _______________________________________________________________________________

Part 2: To be completed by the Dean’s Office, Department Chair, or Academic Advisor:

The above student is applying for work permission after completion of studies through the U.S. Immigration Service. If granted, this student will be authorized for employment directly related to his/her degree. Please confirm the following:

The student is considered to be full-time, in good academic standing and is expected to complete ALL degree requirements including thesis/dissertation/required assistantships by: ______/_____/______

* Note: This date is not necessarily the graduation date, especially for PhD students. Master’s students who finish in the first summer session should have the end of that first summer session as their completion date.

Name: ___________________________  Title: ___________________________

Signature: ______________________  Date: ___________________________

Please return this form to the student so that they may submit the form to the OISS for processing.

Thea Bowman House 72 College Road Chestnut Hill, MA 02467  •  Phone: 617-552-8005  •  Fax: 617-552-2150  •  bciss@bc.edu  •  www.bc.edu/iss
Post-OPT Start Dates

- Must be within 60 days of your program completion date
- Dates cannot be changed after you submit your application to the Immigration Service

You may work only during the dates on your EAD card.
Post-OPT Start Dates

Commencement Day
May 20, 2019

60-day Period

May 21, 2019
July 19, 2019
What if I don’t have a job yet?

- If you choose a later start date, and an employer wants you to start June 1st, you can’t start working!

- If you choose an earlier date, and you don’t have a job by that date, you will accrue “unemployment time”.

You cannot accrue more than 90 unemployment days!
Post-OPT Start Dates

- EAD card processing times are long!
- You can apply for an SSN and EAD card at the same time
- You only have 12 months per degree level for OPT
  - Note: “Splitting” OPT time may no longer be possible!
- Dates cannot be changed or extended after applications are submitted
Job(s) must be directly related to your major(s)!!!
Department Signature

Boston College OISS
Office of International Students and Scholars

POST-Completion Optional Practical Training (OPT) Request Form

Instructions:
1. Read the attached instructions carefully and Complete Part I
2. Ask your Dean’s Office, Department Chair or Advisor to sign Part II
3. Return the signed form to the OISS at the Thea Bowman House 72 College Rd.

Part 1: To be completed by the student

Last/Family name: ________________________ First/Given Name: ________________________
NON BC email: ________________________ Phone number: ________________________
Major(s): ________________________

Have you received off campus work permission (OPT or CPT) from a different university in the past? □ Yes □ No

OPT Start date (mm/dd/yy): _________________ OPT End date (mm/dd/yy): _________________
You must choose a start date within 60 days after your completion of studies date. Example: If you complete your studies on May 23rd, you can choose a date between May 23rd and July 22nd. Once submitted to the Immigration Service they CANNOT be changed.

☐ I am currently searching for a job or internship. Skip Employer section. I understand that I must begin work AND report my employer to the OISS within 90 days of the start date of my OPT or my F-1 status will be terminated.

☐ I have secured employment. Please complete the required employer information below. I understand that I must report any changes in my employment to the OISS within 10 days of the change.

Employer info:
Name: __________________________________________
Address: __________________________________________
City: ________________ State: ________ Zip code: ________________

Employment start date (mm/dd/yy): ________________ Job Title (if known): ________________

Explain how this job is related to your major: __________________________________________

Part 2: To be completed by the Dean’s Office, Department Chair, or Academic Advisor:

The above student is applying for work permission after completion of studies through the U.S. Immigration Service. If granted, this student will be authorized for employment directly related to his/her degree. Please confirm the following:

This student is considered to be full-time, in good academic standing and is expected to complete ALL degree requirements including thesis/dissertation/required assistantships by: ________________ ________________ ________________

* Note: This date is not necessarily the graduation date, especially for PhD students. Master’s students who finish in the first summer session should have the end of that first summer session as their completion date.

Name: ________________________ Title: ________________________
Signature: ________________________ Date: ________________________

Please return this form to the student so that they may submit the form to the OISS for processing.

Thea Bowman House 72 College Road Chestnut Hill, MA 02467 • Phone: 617-552-8005 • Fax: 617-552-2190 • oiss@bc.edu • www.bc.edu/oiss
OISS Forms and Government Forms

OISS Forms

For all of the forms please read the instructions, download the form, and bring it to The Thea Bowman House on 72 College Road (or email to bciss@bc.edu) along with the required supporting documentation.

PRE Completion OPT Application Form
Read the enclosed instructions and use this form to apply for PRE-completion Optional Practical Training (OPT). PRE-Completion OPT is work done PRIOR to your completion of studies. For more information please visit our OPT page.

Post OPT Application Form
Read the enclosed instructions use this form to apply for POST-completion Optional Practical Training. POST-OPT is work done in your field of study AFTER you have completed your studies. For more information please visit our OPT page.

CPT Application Form
Read the enclosed instructions and use this form OISS form to apply for Curricular Practical Training. For more information please visit our CPT page.

Statement Concerning F-1 Student’s Application for a Social Security Number
(Boston College Official use only)

Sentence Concerning F-1 Student’s Application for a Social Security Number

Required Post-OPT Employer and Address Reporting Form
During your POST-completion OPT period ALL students on OPT are required by law to report their address and employment information to the OISS within 10 days of any change. Failure to report an employer (or your departure or change of status) within 90 days of your OPT approved start date will result in termination of your F-1 status.

Government Forms

I-765 work application
Complete this form to apply for Optional Practical Training (OPT) or J-1 Work Permission. Students applying for Optional Practical Training will hand in this completed form with the appropriate OISS OPT application (see above) to the OISS. The OISS has created a sample I-765 form to guide you in completing the form. For more information about F-1 OPT please visit our OPT page.
I-765 Form

Check 1.a. for all new OPT applications.
I-765 Form

This is the address where documentation and your EAD card will be sent. (We recommend using the OISS address as listed here.)

**Part 2: Information About You (continued)**

Your U.S. Mailing Address

5a. In Care Of Name (if any)
   Boston College OISS

5b. Street Number and Name
   79 College Rd


5d. City or Town
   Chestnut Hill MA

5e. State
   MA

5f. ZIP Code
   02467

6. Is your current mailing address the same as your physical address?
   [ ] Yes  [ ] No

**U.S. Physical Address**

7a. Street Number and Name
   1234 Commonwealth Ave

   10

7c. City or Town
   Brighton

7d. State
   MA

7e. ZIP Code
   02135

**Other Information**

8. Alien Registration Number (A-Number) (if any)

9. USCIS Online Account Number (if any)

10. Gender
   [ ] Male  [ ] Female

11. Marital Status
   [ ] Single  [ ] Married  [ ] Divorced  [ ] Widowed

12. Have you previously filed Form I-765?
   [ ] Yes  [ ] No

13a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
   [ ] Yes  [ ] No

**Your Country or Countries of Citizenship or Nationality**

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

16a. Country
   [ ] USA

16b. Country
   [ ] NA

---

Form I-765  09/31/18  Page 2 of 7
I-765 Form

Part 2. Information About You (continued)

Place of Birth
List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth
Chesterbrook, PA

19.b. State/Province of Birth
PA

19.c. Country of Birth
USA

20. Date of Birth (mm/dd/yyyy) 01/01/1995

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
1212121

21.b. Passport Number of Your Most Recently Issued Passport
234567

21.c. Travel Document Number (if any)
None

21.d. Country That Issued Your Passport or Travel Document
USA

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
01/01/2020

22. Date of Your Last Arrival into the United States, On or About (mm/dd/yyyy)
06/15/2018

23. Place of Your Last Arrival into the United States
Boston

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
F-1

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
F-1

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
N-01234567891

Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(B), (c)(17)(B)).

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27, provide the information requested in Item Numbers 28.a - 28.c.

28.a. Degree

28.b. Employee’s Name as Listed in E-Verify

28.c. Employee’s E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(16) Eligibility Category. If you entered the eligibility category (c)(16) in Item Number 27, provide the receipt number of your H-1B sponsor’s most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27, have you EVER been arrested for and/or convicted of any crime?

☐ Yes ☐ No

NOTE: If you answered “Yes” to Item Number 30, refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27, please provide the receipt number of your sponsor’s or parent’s Form I-797 Notice for Form I-140.

31.b. Have you EVER been arrested for and/or convicted of any crime?

☐ Yes ☐ No

NOTE: If you answered “Yes” to Item Number 31b, refer to Employment-Based Nonimmigrant Categories, Items 8 - 9, in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.

Enter I-94 number
https://i94.cbp.dhs.gov

PRE OPT: (c)(3)(A)

Post OPT: (c)(3)(B)

STEM OPT: (c)(3)(C) AND complete 28a-28c
Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 435317000000
Admit Until Date (MM/DD/YYYY): 06/25/2018
Details provided on Admission (I-94) form:

- Family Name: shea
- Given Name: susan
- Birth Date (MM/DD/YYYY): 06/25/1968
- Passport Number: B122222
- Passport Country of Issuance: Ireland
- Date of Entry (MM/DD/YYYY): 07/01/2013
- Class of Admission: F1

 Effective April 30, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(b).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.
When should I apply for Post-Completion OPT?

Earliest: Up to 90 days before your program completion date and submitted to the OISS 2 weeks prior to when you will submit the application.

Latest: Up to 60 days after your program completion date. DO NOT WAIT THIS LONG! Applications MUST ARRIVE and be opened by Day 60.

⚠ Completed OPT applications must be mailed to the Immigration Service by the student!
Post-OPT Timeline

Start OPT

Submit Request Form to OISS about 3 ½ months before start date of OPT and no earlier than mid-Feb.

Authorized OPT Employment Period

End OPT

60-day Grace Period
Post-OPT Filing Period

Commencement Day
May 20, 2019

Filing Period

Immigration Service accepts post-OPT applications.

Feb 19, 2019

July 19, 2019
Post-OPT Application Period for May 2019 Graduates

- **May 20 Commencement**
- **May 21 – May 20, 2020 Baldwin’s EAD Dates**
- **June 3 – May 20, 2020 Actual Employment Period**
- **May 21 – July 20, 2020 Grace Period**
- **Authorized Employment Period**
- **60-Day Grace Period**
Step 2: Pick up new OPT I-20 & I-765 from OISS
Step 3: Mail All Documents to Immigration Service

Send priority or certified mail so that you have a receipt!

Optional Practical Training Mailing Checklist

Your application MUST be received at the address below BETWEEN THE FOLLOWING DATES: AND
If your application is not received between the above dates your OPT application will be denied! If you want to mail your application and you will miss the deadline, contact the OISS immediately!

You will need to include the following documents with your application to the Immigration Service. Please check over the I-765 and I-20 carefully for any errors before you send them to the Immigration Service. If you would like an OISS advisor to review your application, please bring the documents with you when you pick up your new I-20 and I-765 form.

- The original I-765 form signed in BLUE ink WITHIN the lines. Note! Your employment card will be mailed to the address used on this form! Make sure that you will be able to receive mail at this address for at least the next 3-4 months. If not, arrange to use an alternate address (such as OISS).
- A photocopy of the 1st and 3rd page of your new I-20 with the OPT recommendation on page 3. Keep the original (do not mail). Be sure to sign the bottom of the new I-20 before you make the copy!
- Photocopy(ies) of the 1st and 3rd page of all previous I-20s. Including any from previously attended high schools and colleges. Be sure that you sign the first page of all I-20s.
- Photocopy(ies) of any previous Employment Cards (if applicable)
- A photocopy of your I-94 record. Either 1) copy of both front and back of the I-94 card (the white card in your passport) OR 2) copy of electronic I-94 record [https://tsudy.es-bs.gov] for I-94 records were automated in May 2015 for travel by air or sea. If you traveled by land, you will still likely have a card.
- Photocopy of your most recent visa in your passport.
- Photocopy of the biographical (picture) page(s) of your passport, which establishes your identity.
- A check or money order for $380 made out to the U.S. Department of Homeland Security. Be sure the check is signed, dated MM/DD/YY and that you have the funds in your checking account. If the mailing address on your check is not correct, cross out the wrong address and clearly write the new address.
- 2 recent passport photos. Pictures should be 2 x 2 inches with your head measuring about 1 inch. The background must be white. (For more details visit http://travel.state.gov). Any place that offers a passport photo service should be aware of these specifications. **Please use NEW photos (NOT the same ones from your visa passport). Print your name lightly in PENCIL on the back of both photos.

*Mail your application to:
For U.S. Postal Service regular and Priority Mail deliveries:
USCIS
PO Box 60867
Dallas, TX 75266

OR For overnight Express Mail (such as Fed Ex, UPS, DHL, or USPS Express)
USCIS
Attn: OISS
2501 S. State Hwy, 121 Business Suite 400
Louisville, TX 75067

Note: For regular U.S. Postal deliveries you should send your application by “certified mail” and ask for a return receipt or send your application by Priority Mail and ask for “delivery confirmation.” DO NOT send your application regular mail without a tracking service!!!!

What happens after I mail my OPT application?
- Approximately 3 weeks after you mail your application, you will receive a “Form I-797 Notice of Action” indicating that they have received your application. This receipt will have a case number on it beginning with EAC. You can use this number to check the status of your case online at www.uscis.gov.
- Your OPT should be approved within 90 days of when the Immigration Service receives your application. Upon approval you will receive an Employment Authorization Document (EAD Card). Note that you CANNOT start working until you have received the EAD card and you are within the eligibility dates specified in the EAD. If you work without the card or outside the dates on the card it will be considered illegal work! **Remember, if you don’t already have a Social Security Number, you will need to apply for one!**

Boston College OISS updated 01/214
Step 4: Wait for the Immigration Service to Process your Application

- You will receive a receipt notice in a few weeks
  - Includes: Case number and official receipt date
- Can **take up to 90 days** to be approved (or even more!).
- **Cannot** start working until you receive the Employment Authorization Document.

If you receive a Request for Evidence, contact the OISS immediately.
Receipt Notice: 1-2 weeks

Use the receipt number to check status on-line

DO NOT call the National Customer Service Line with inquiries. It will delay your application!

⚠️
Approval Notice:
2-4 months
Employment Card:
1-3 weeks
What are my responsibilities during Post-completion OPT?

**MUST** report your employment and any change of address to the OISS using our online form.

SEVIS will terminate your F-1 status if you don’t report within 90 days!

**“Employment”** =

- At least 20 hours per week
- Paid or unpaid
- 1 or more jobs (directly related to your degree)
OISS Forms

In order to help facilitate obtaining the services that you need from the Office of International Students and Scholars, we are pleased to offer part of the process online. For all of the forms please read the instructions, download the form, and bring it to Thea Bowman House on 72 College Road (or email to bos@bc.edu) along with the required supporting documentation.

**PRE Completion OPT Application Form**
Read the enclosed instructions and use this form to apply for PRE-completion Optional Practical Training.

**Post OPT Application Form**
Read the enclosed instructions and use this form to apply for Post-completion Optional Practical Training.

**CPT Application Form**
Read the enclosed instructions and use this form OISS form to apply for Curricular Practical Training.

**Statement Concerning F-1 Student’s Application for a Social Security Number**
(Boston College Official use only)
BC offices hiring international students must complete this form on department letterhead in order for international students to apply for a Social Security Number. If you have any questions concerning this form, please contact us at 617.552.8005 or bos@bc.edu

**Required Post-OPT Employer and Address Reporting Form**
During your POST-completion OPT period ALL students on OPT are required by law to report their address and employment information to the OISS within 10 days of any change. Failure to report an employer (or your departure or change of status) within 90 days of your OPT approved start date will result in termination of your F-1 status!
OPT STEM Extensions

- 24-month extension of OPT
- Must have a degree in a STEM-qualified field from a U.S. university within the last 10 years
- Job must be in a field DIRECTLY related to your STEM-qualified major
- Employer must be enrolled in the e-Verify system
- Employer must complete I-983 Training Plan
You CAN travel during post-OPT!

- Must have **EAD, OPT I-20** with travel signature **within last 6 months** and **job offer letter**
  - If EAD has not arrived yet, you must carry receipt!
- Re-enter using **F-1 visa**!
  - If F-1 visa sticker has expired → Renew abroad!
  - Consult OISS to discuss individual cases
- H1-B application pending → Discuss travel with your immigration lawyer in advance
Signatures are valid for 6 months when on OPT!
F-1 Visa Reminders

- Multicolored sticker in passport issued at US Embassy or Consulate abroad
- Indicates expiration date and number of entries permitted
- Required to enter US
  - Does NOT indicate how long you can stay in US
  - CANNOT be renewed inside US
www.bc.edu/oiss
2 Types of Practical Training

- CPT
- OPT