

CPT/OPT Workshop

International Student Services
Whitworth Office of International Education

First Things First...

Important Terms:

- DSO: Designated School Official (Whitworth International Student Advisor)
- USCIS: U.S. Citizenship and Immigration Services
- SEVIS: Student & Exchange Visitor Information System
- CPT: Curricular Practical Training
- OPT: Optional Practical Training
- EAD: Employment Authorization Document (card)

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CPT & OPT: Shared Characteristics

- ❖ Each allows for employment (practical training) opportunities related to student's current academic program (major; not minor)
- ❖ Each requires students to be in good academic standing (as we say, "in status")
- ❖ Each requires prior authorization by Whitworth ISS before applying/beginning the employment (practical training)



CPT: Curricular Practical Training



Definition:

Practical training (employment, internship, practicum) that is either required or an integral part of a student's academic degree program.

Common forms of CPT:

- *Employment directly related to your major*
- *Paid or unpaid internship*
- *Practicum*
- *Student-teaching*

Eligibility:

- Active F-1 status and have completed one academic year of full-time study
- Have obtained a job/internship/practicum placement by the time you request CPT
 - *You will be asked to submit a copy of your hire letter/offer letter in order to receive approval for CPT*
- Are registered for CPT credit for the job/internship/practicum*
 - **ONLY required to earn credit for CPT done in the fall or spring term; credit NOT REQUIRED for Jan Term or summer*
 - *Credits must be earned during the term/period in which you are engaged in the CPT (in the fall/spring)*

CPT: Curricular Practical Training



Hours:

- Part-time: 20 hours per week or less
- Full-time: over 20 hours per week* [*only permitted during school breaks –fall break, winter break, spring break, summer]

Approval Process

1. Obtain job/internship
2. Contact Career Center (HUB 1st floor) and provide them with your hire letter; Complete *Internship Agreement*
3. Contact faculty advisor to confirm credit earning for CPT experience (advisor will guide you on what to register for to earn credit)
4. Contact ISS (international office) and provide us with your completed *Internship Agreement*
5. ISS approves CPT in your immigration record in SEVIS & generates new I-20 form

Changing CPT

- Any changes to your CPT (shortening, canceling, extending) requires giving notice to and approval by ISS
- A new approval and new I-20 is created for each CPT term

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 SEPTEMBER 2018	20 DECEMBER 2018

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES			
CPT	07 SEPTEMBER 2018 - 20 DECEMBER 2018			
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
	07 SEPTEMBER 2018	20 DECEMBER 2018		

OPT: Optional Practical Training



Definition:

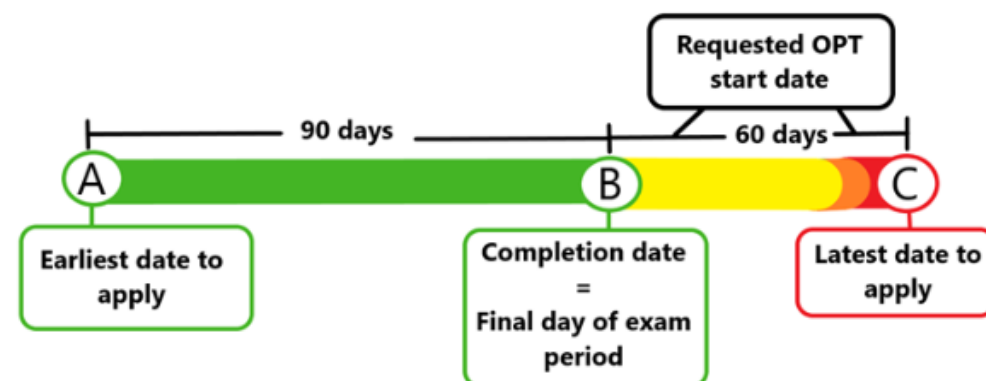
Employment authorization granted by USCIS for job/practical training that is directly related to the student's academic degree field.

Types of OPT:

- *Pre-Completion OPT (only for graduate students primarily)*
- *Post-Completion OPT (*most common type)*
- *STEM OPT Extension*

Eligibility:

- Post-Completion OPT
 - *Active F-1 status and in the final semester of your degree program*
 - *Does NOT require having a job at the time of application*
- STEM OPT Extension
 - *Students in their regular post-completion OPT period with a qualifying STEM degree and working for an E-Verify employer may apply for the STEM OPT Extension (24 additional months of work authorization)*
 - *Must apply by the end of your current OPT expiration date*



OPT: Optional Practical Training



Steps to Apply:

1. Meet with ISS advisor: ISS advisor will provide details about the OPT process.
2. Request OPT I-20: ISS advisor will issue your OPT I-20 which endorses your eligibility to apply for OPT. Once issued, *you must submit your online OPT application within 30 days.*
3. Create an Online Account with USCIS: Follow the easy instructions outlined on the USCIS website:
<https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>

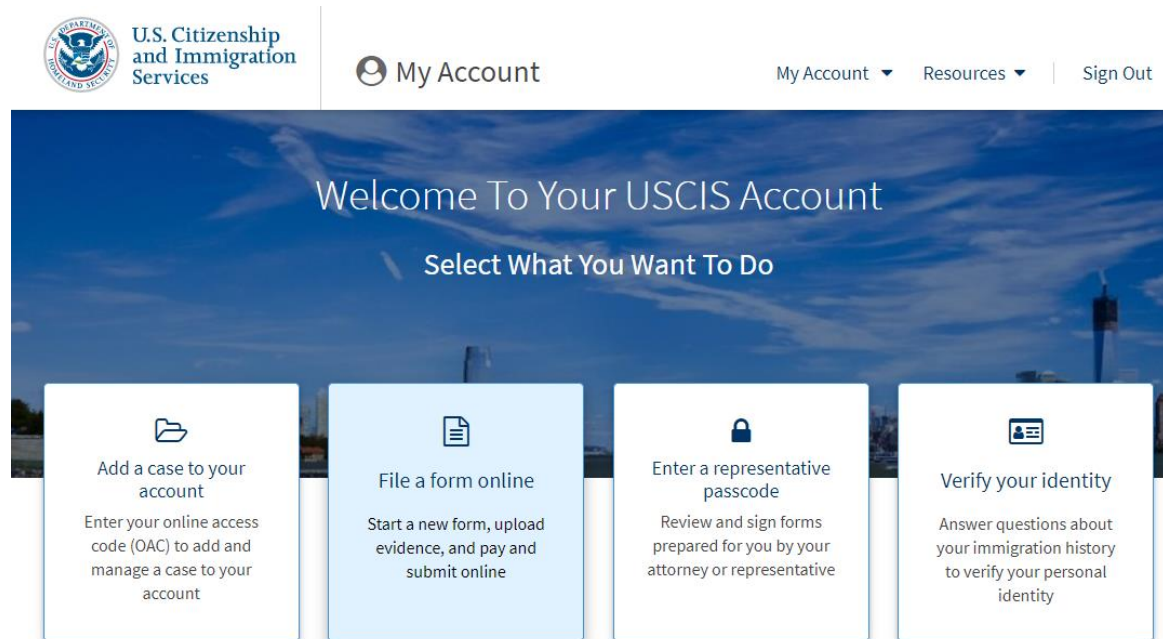
Create an Account

This page provides step-by-step information on how to create a USCIS online account. Once you have an account, you will be able to file forms and pay fees from your computer, phone, or tablet. To learn more, visit the [Benefits of a USCIS Online Account](#) page.



OPT: Steps to Apply

4. After Creating your Account: Select the “my USCIS” button.
5. Select “File a form online”.



Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile

Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service



Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST


Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify

Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

OPT: Steps to Apply



 My Account

My Account ▼

Resources ▼

Sign Out

6. Select Form: "I-765, Application for Employment Authorization"

7. Click "Start Form"

-The next page will provide a summary of who is eligible to use Form I-765, the required documents, and the filing fee.

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

I-765, Application for Employment Authorization

I-821, Application for Temporary Protected Status (TPS)

I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

N-336, Request for a Hearing on a Decision in Naturalization Proceedings

N-400, Application for Naturalization

N-565, Application for Replacement Naturalization/Citizenship Document

N-600, Application for Certificate of Citizenship

OPT: Steps to Apply

8. Eligibility Category: Select "(c)(3)(B) Student Post-Completion OPT"

Students applying for STEM OPT Extension would select "(c)(3)© STEM Extension"



U.S. Citizenship
and Immigration
Services

My Account ▼ Re

I-765, Application for
Employment
Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You ▼

Evidence ▼

Additional Information ▼

Review and Submit ▼

What is your eligibility category?



You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(a)(12) Temporary Protected Status Granted
(c)(3)(A) Student Pre-Completion OPT
(c)(3)(B) Student Post-Completion OPT
(c)(3)(C) STEM Extension

OPT: Steps to Apply

9. Select "Initial permission to accept employment" and "No".
10. Is someone assisting you? -Select "No"

U.S. Citizenship and Immigration Services

My Account ▾

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ▾

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Review and Submit ▾

Is someone assisting you with completing this application?

☐ Yes

☒ No

Back Next

U.S. Citizenship and Immigration Services

My Account ▾

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your reason for applying?

☒ Initial permission to accept employment

☐ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error

☐ Renewal of permission to accept employment

Have you previously filed Form I-765?

☐ Yes

☒ No

Back Next

OPT: Steps to Apply

11. Complete the "About You" sections:

- *Your name*
- *Your contact information*
- *Describe yourself (gender, marital status)*
- *When and where you were born*
- *Your immigrant information (country of citizenship, I-94 #)*
 - **Remember: When it asks for your immigration status/category, you are "F1"*
- *Other information*
 - *"A-Number" (mark "I do not have")*
 - *"USCIS Online Account Number" (mark "I do not have")*
 - *Social Security Number*

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

John

Middle name

Family name (last name)

Smith

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

☐ Yes

☒ No

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Next

OPT: Steps to Apply

12. Complete the "Evidence" sections:

- **2x2 Photo:** standard passport photo style (Walgreens)
- **Form I-94:** Go to <https://i94.cbp.dhs.gov/i94>
- **Employment Authorization Document:** If you have never had an EAD (likely true for all students), then upload the photo page of your passport.
- **Previously authorized CPT:** Scan and upload a copy of any I-20 you previously received for CPT authorizations
- **Form I-20:** Scan and upload a copy of the "OPT I-20" you received from the ISS advisor



U.S. Citizenship
and Immigration
Services

My Account ▾

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization
Document

Previously authorized CPT or
OPT

Form I-20

Additional Information ▾

Review and Submit ▾

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

OPT: Steps to Apply

13. Additional Information section: Leave blank



U.S. Citizenship
and Immigration
Services

My Account ▼

Resources ▼

Sign Out

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▼

Additional Information ^

Additional information

Review and Submit ▼

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

Back

Next

OPT: Steps to Apply

14. Review and Submit:


- *Note the filing fee: \$410*
- *Note any alerts/warnings about missing items in your application*
- *Review your application summary (you can download/print it)*
- *Electronically sign the agreement*
- *SUBMIT.*


15. Pay Filing Fee:

Once you have submitted the online OPT form, you will be directed to pay the fee via credit card, debit card, or bank account.

I-765, Application for Employment Authorization

Getting Started 

About You 

Evidence 

Additional Information 

Review and Submit 

Review your application

Your application summary

Your statement

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.


You can return to this page to review your application as many times as you want before you submit it.

Your fee

 Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

 We found no alerts or warnings in your application.

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[Next](#)

OPT: Optional Practical Training



After Your Application is Submitted:

USCIS will email you confirmation of receipt of your application. Check your email regularly (and Spam folder).

When Your Application is Approved:

USCIS will mail you your EAD card. You may not begin work until you receive your EAD card.

Reporting Requirement – Your OPT Employer:

You are required to notify the international office (iss@whitworth.edu) once you receive a job offer for OPT and begin work. Our office must update SEVIS with your OPT employer information.

Unlike H-1B visa, an OPT employer does not have any “sponsorship” requirements –there is no fee or paperwork for them.

You have a 90-day grace period to find an OPT employer. If you cannot find a job within the 90 days after your OPT start date, then your OPT is terminated and you must depart the U.S.



STEM OPT Extension



Definition:

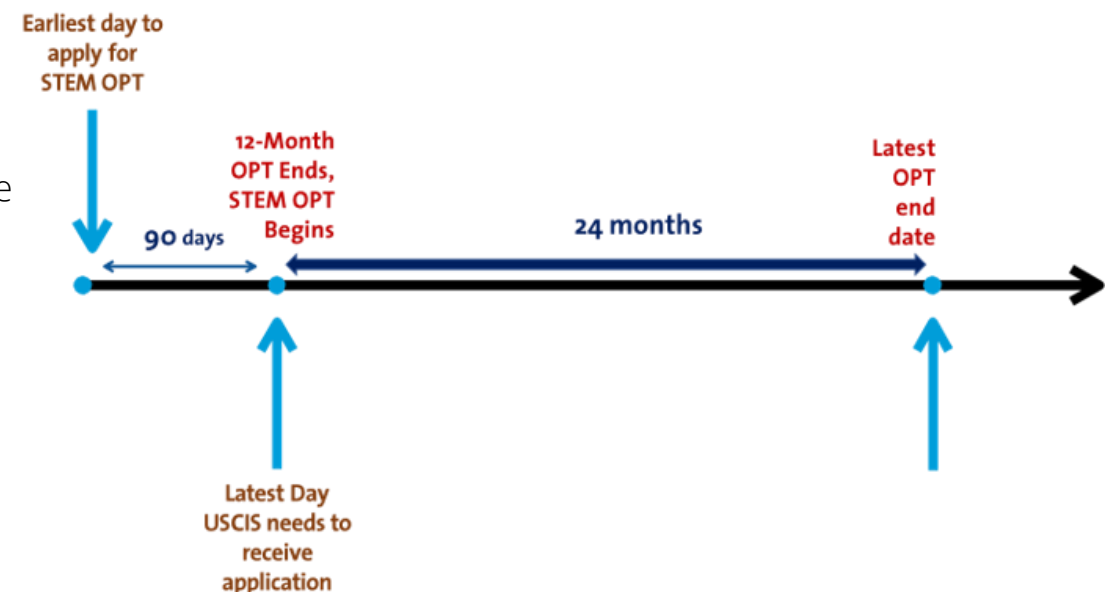
STEM OPT Extension allows students with qualifying STEM degrees to extend their OPT authorization for an additional 24 months.

Eligibility:

- Be in active F-1 status
- BE currently working in OPT
- Have a bachelor's degree in an eligible STEM field
- Have a paid job offer with an employer enrolled in the E-Verify program

When to Apply:

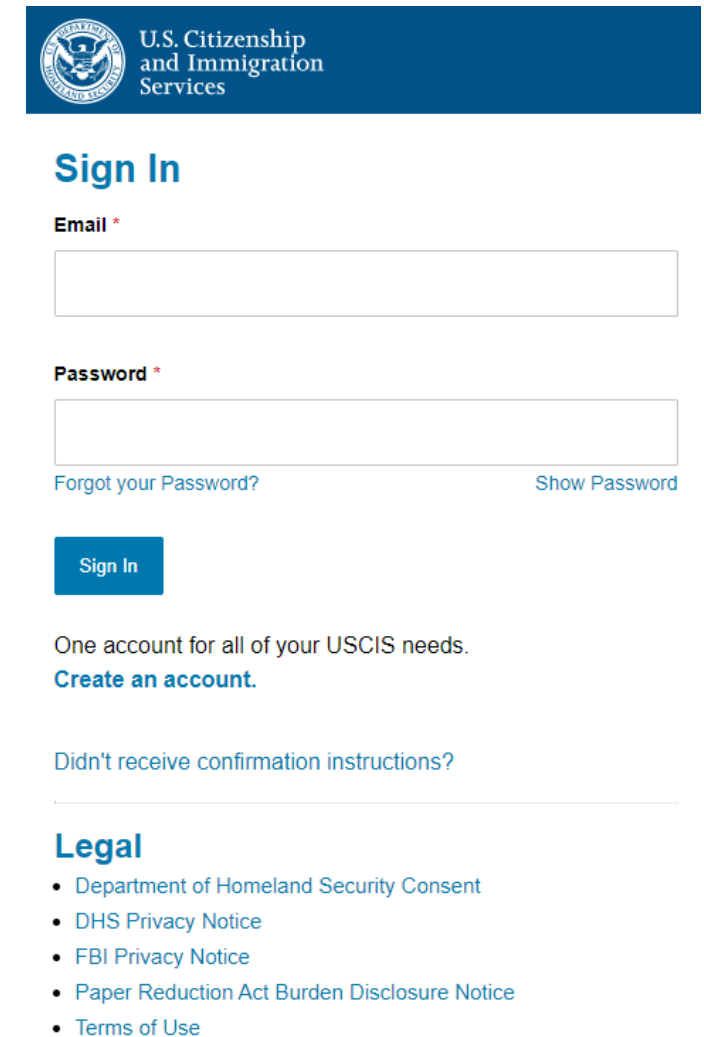
- You can request your STEM OPT I-20 from ISS as early as 90 days before the expiration date listed on your current OPT EAD card. USCIS must receive your online STEM OPT application before your EAD card expiration date.



STEM OPT Extension

Steps to Apply:

1. Complete I-983 Training Plan: This is as required document which outlines your intended STEM OPT work plan, job duties, employer info, etc.
Download form & instructions here: <https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview>
2. Request STEM OPT I-20: An ISS advisor will issue your STEM OPT I-20 only after we have received a copy of your completed I-983 form.
3. Login to your USCIS Account: www.uscis.gov



The screenshot shows the USCIS Sign In page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the "Sign In" heading. There are two input fields: "Email *" and "Password *". Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the fields. Underneath the button, it says "One account for all of your USCIS needs." followed by a link "Create an account.". At the bottom of the sign-in section is a link "Didn't receive confirmation instructions?". Below this is a horizontal line and a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "FBI Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

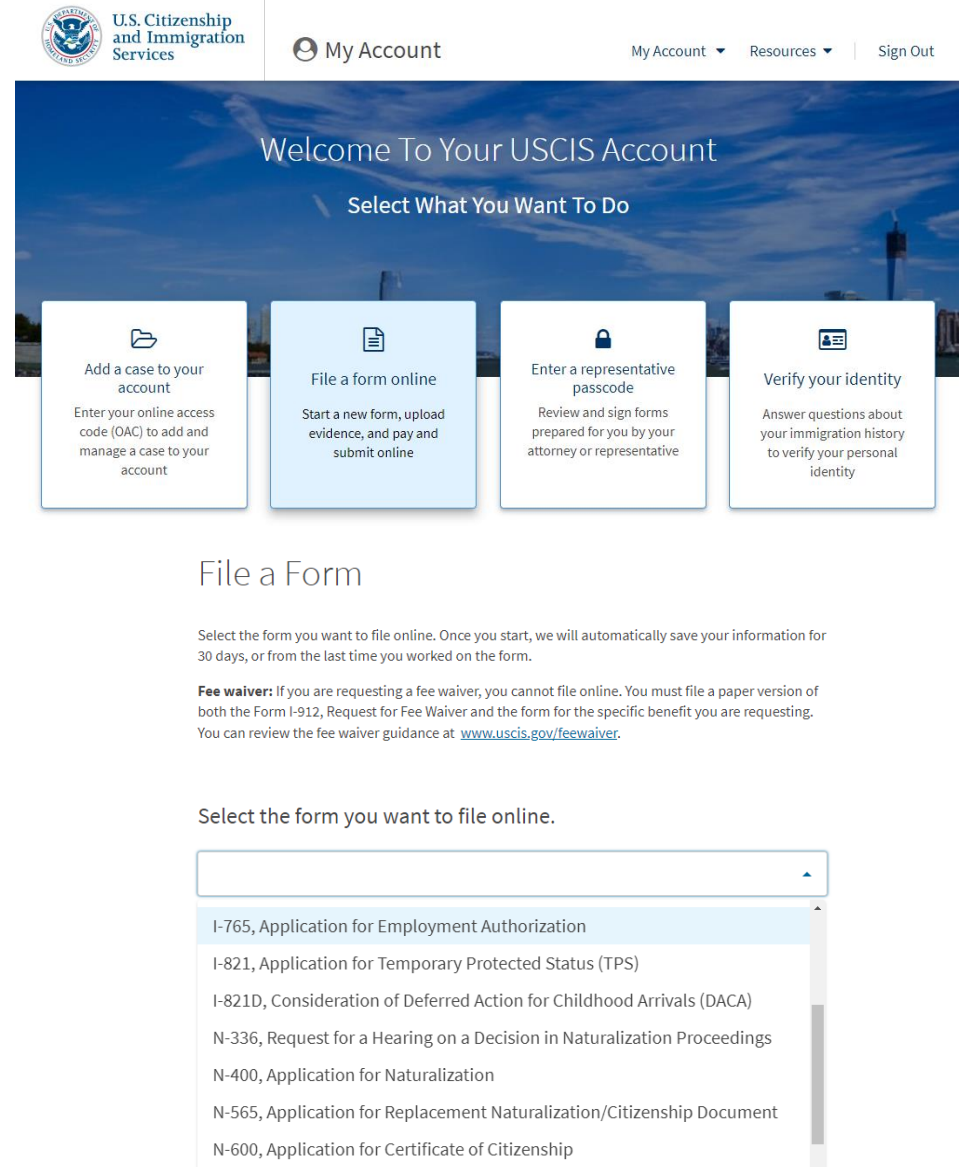
Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

STEM OPT Extension

Steps to Apply:

4. Select "File a form online"
5. Select "I-765, Application for Employment Authorization"
6. Click "Start Form"



The screenshot shows the USCIS My Account dashboard. At the top, there is a header with the USCIS logo, the text "U.S. Citizenship and Immigration Services", and navigation links for "My Account", "Resources", and "Sign Out". Below the header, a large blue banner reads "Welcome To Your USCIS Account" and "Select What You Want To Do". Underneath the banner are four white boxes with blue borders, each containing an icon and text:

- Add a case to your account:** Enter your online access code (OAC) to add and manage a case to your account.
- File a form online:** Start a new form, upload evidence, and pay and submit online. (This box is highlighted with a blue background.)
- Enter a representative passcode:** Review and sign forms prepared for you by your attorney or representative.
- Verify your identity:** Answer questions about your immigration history to verify your personal identity.

Below the dashboard, the section "File a Form" is visible. It contains a paragraph explaining that the form will be saved for 30 days. A **Fee waiver** section states that if a fee waiver is requested, a paper version of the form must be filed. A link to www.uscis.gov/feewaiver is provided. Below this, a dropdown menu titled "Select the form you want to file online." is shown, with the following options:

- I-765, Application for Employment Authorization (highlighted)
- I-821, Application for Temporary Protected Status (TPS)
- I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship

STEM OPT Extension

Steps to Apply:

7. Eligibility Category: Select "(c)(3)(C) STEM Extension" and complete the remaining fields.

I-765, Application for
Employment
Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter
information


About You v

Evidence v

Additional Information v

Review and Submit v

What is your eligibility category?

 You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension v

What is your degree?

Computer Science

What is your employer's name as listed in E-Verify?

Sample Employer

STEM OPT Extension

Steps to Apply:

8. Reason for applying?: Select "Renewal of permission to accept employment".

Select "Yes" to the second question –you previously filed Form I-765 when you originally applied for OPT.

I-765, Application for
Employment
Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You

Evidence

Additional Information

Review and Submit

What is your reason for applying?

☐ Initial permission to accept employment

☐ Replacement of lost, stolen, or damaged employment
authorization document or correction of my
employment authorization document NOT DUE to US
Citizenship and Immigration Services error

☒ Renewal of permission to accept employment

Have you previously filed Form I-765?

☒ Yes

☐ No

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Next

STEM OPT Extension

Steps to Apply:

9. Complete the "About You" sections:

- *Your name*
- *Your contact information*
- *Describe yourself (gender, marital status)*
- *When and where you were born*
- *Your immigrant information (country of citizenship, I-94 #)*
 - **Remember: When it asks for your immigration status/category, you are "F1"*
- *Other information*
 - *"A-Number" (mark "I do not have")*
 - *"USCIS Online Account Number" (mark "I do not have")*
 - *Social Security Number*

I-765, Application for Employment Authorization

Getting Started



About You



Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence



Additional Information



Review and Submit



What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

John

Middle name

Family name (last name)

Smith

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

☐ Yes

☒ No

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STEM OPT Extension

Steps to Apply:

10. Complete the "Evidence" sections:

- **2x2 Photo:** standard passport photo style (Walgreens)
- **Form I-94:** Go to <https://i94.cbp.dhs.gov/I94>
- **Employment Authorization Document:** Scan and upload the front and back of your current OPT EAD card
- **Form I-20:** Scan and upload a copy of the "STEM OPT I-20" you received from the ISS advisor
- **College Degree:** Upload copy of official transcript showing your degree name as evidence that you earned a STEM degree
- **Institution Accreditation:** This is only required if your STEM degree was earned at a previous institution (not Whitworth). *If you are applying for STEM OPT based on your earned STEM degree from Whitworth, you do not need to upload anything in this section.*

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information ▼

Review and Submit ▼

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

STEM OPT Extension

11. Additional Information section: Leave blank



U.S. Citizenship
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My Account ▼

Resources ▼

Sign Out

I-765, Application for
Employment
Authorization

Getting Started ▼

About You ▼

Evidence ▼

Additional Information ^

Additional information

Review and Submit ▼

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

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STEM OPT Extension

12. Review and Submit:

- *Note the filing fee: \$410 (same as initial OPT)*
- *Note any alerts/warnings about missing items in your application*
- *Review your application summary (you can download/print it)*
- *Electronically sign the agreement*
- *SUBMIT.*

13. Pay Filing Fee:

Once you have submitted the online STEM OPT form, you will be directed to pay the fee via credit card, debit card, or by bank account.

I-765, Application for Employment Authorization	
Getting Started	▼
About You	▼
Evidence	▼
Additional Information	▼
Review and Submit	▲
Review your application	
Your application summary	
Your statement	

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

i Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

✓ We found no alerts or warnings in your application.

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Next

STEM OPT Extension

After Your Application is Submitted:

USCIS will email you confirmation of receipt of your application. Check your email regularly (and Spam folder).

When Your Application is Approved:

USCIS will mail you your EAD card. You may not begin work until you receive your EAD card.

RFE & Denied Applications:

If you receive a "Request for Evidence" (RFE) or denied application, notify ISS immediately (iss@whitworth.edu).

STEM OPT Reporting Requirements:

You must submit an address and employer validation report to ISS (iss@whitworth.edu) every 6 months from the start of your STEM OPT. We will mark this off in SEVIS.

After Your STEM OPT Period:

You are granted a 60-day grace period after the end date listed on your EAD card to either depart the United States, apply to a new academic program, or apply to change status to different visa category.





Questions?



Resources:

International Student Services website

<https://www.whitworth.edu/cms/administration/international-student-services/>

Email: bmackenzie@whitworth.edu

or

iss@whitworth.edu