

OPTIONAL PRACTICAL TRAINING

UNIVERSITYof **HOUSTON**

International Student and Scholar Services

The OPT workshop will cover these topics:

- What is OPT and your eligibility to apply
- Detail of the OPT application procedures
- Understanding the obligations during OPT and maintaining F-1 status
- Step-by-step process to file your OPT application online with USCIS
- Essential resources and information

OPT Overview:

What is Optional Practical Training (OPT)?

- OPT is work permission available for eligible F-1 students. It allows students to have real-world work experience related to their major field of study.
- Designated School Official (DSO) recommends OPT in SEVIS (but cannot authorize the work period)
- Students must apply for the work permit with U.S. Citizenship and Immigration Services (USCIS) with a DSO recommendation on their I-20.
- If approved, USCIS will issue an Employment Authorization Document (EAD). The student must not begin working before the start date on the EAD after it is received.

OPT Overview - Types of OPT:

- Pre-Completion OPT: A period of employment authorized prior to the end of a student's program of study. It may be part-time or full-time. (Most schools will authorize CPT instead)
- Post-Completion OPT: A period of employment authorized after the student's program of study has ended. It must be full-time.
- H-1B Cap-Gap: For students whose employer filed a qualifying H-1B cap subject petition. (Only possible for Spring and Summer graduates)
- OPT STEM-Extension (24 months): For students who majored in designated Science, Technology, Engineering, and Math (STEM) degrees approved by DHS.

OPT Eligibility – who is Eligible for OPT?

- F-1 students who have attended an SEVP certified institution (i.e. received an I-20) on a full-time basis, for a minimum of one academic year
- May be authorized for up to 12 months of OPT
- Each subsequent application for a new Post-Completion OPT must be for a higher degree level – OPT may only be granted once per degree level, and only if moving upward in degree level
- F-1 students with one year or greater of **Full-Time** Curricular Practical Training (CPT) are no longer eligible for OPT at that current degree level
- **Part-Time** CPT does not affect OPT eligibility

OPT Application Procedures

- **Deadline**: Your application must be received and receipted by the Department of Homeland Security (DHS) **within 30 days of the DSO's recommendation, and within your 60-day grace period, whichever is earlier.**
- Application filing window: F-1 students may apply for Post Completion OPT from 90 days prior to the degree program completion, and up to 60 days after the program end date.
- A timely-filed OPT application means that you may legally remain in the U.S. while the OPT application is pending with USCIS
- You should apply as early as possible for OPT, when you find out that you will meet the graduation requirements.

OPT Application Procedures

Make sure that you verify your degree level on your I-20 prior to filing for OPT.

For example: If you are discontinuing your doctorate program and finishing with a master's degree, your I-20 must be updated to show this change.

The **date** indicated by your academic advisor / graduate advisor will be used as the **new I-20 Program End date** on your OPT recommended I-20. This is the official closing date of the semester unless an otherwise agreed upon date with your thesis/dissertation advisor.

Academic Verification

– College or Departmental Signature Required –

This section needs to be signed by the Dean, Dissertation/Thesis Advisor, or the student's Academic Advisor. The student is applying for Optional Practical Training (OPT), which is available through the Department of Homeland Security (DHS). It allows an F-1 international student to work for up to one year in their field of study. In order to recommend the student for this post-completion practical training, we need to know the expected completion date. A student is allowed to apply 90 days before the completion of studies. It is helpful for the student to apply as early as allowed under law, since it may take up to three months to process the Employment Authorization Document (EAD) Card from DHS. If the student does not completed the degree when expected, the EAD card may be cancelled as long as it has not been approved by USCIS. If the card is cancelled the student may reapply for OPT with the cancellation letter from USCIS. If you have any questions, please call #35065 and ask to speak to an International Student Counselor. **NOTE:** Engineering majors have additional steps to follow. Please check with your department before attending a group OPT appointment.

1. ~~This student has applied for graduation at the following degree level~~ (please circle one):

Bachelor

Masters

Doctorate

2. This student is expected to complete/has completed all degree requirements on ____/____/____.

(This is the official closing of the semester or when the thesis/dissertation is/will be submitted. For Graduates: If enrolled in the 1 credit hour course for administrative purposes with an early submission deadline before the start of the next semester, a student will be in their 60 day grace period following this deadline, even if they do not apply for OPT, see below.)

Attention Advisors: A student cannot prolong their stay in the U.S. by taking additional courses they do not need (because they failed to apply for graduation) or they are administratively enrolled. If the student has completed all degree requirements, they are required to take action to maintain status.

The federal regulations in 8 CFR 214.2(f)(6)(iii)(C) state:

"If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status."

Academic or Thesis/Dissertation Advisor: _____

Signature: _____ Date: _____

Associate Dean of College _____ Signature _____ Date _____
(Engineering Only)

OPT Application Procedures – **Shorten I-20**

- Because the I-20 Program Dates must match your degree program dates, it is necessary that our office **shorten** your I-20 program end date – This date will correlate to the date listed on the **OPT Academic Verification form**
- If you find that you will have a delay in completion of degree requirements, you must request an **I-20 Program Extension** immediately, before your program end-date, or risk violating your F-1 status
- SEVP strongly recommends that a student who may not be able to successfully complete all program requirements on time postpone applying for Post Completion OPT until after his or her program ends (within the 60-day grace period).
- **Your I-20 can only be extended prior to the new I-20 program end date - not after.**

ACADEMIC VERIFICATION
– College or Departmental Signature Required –

This section needs to be signed by the Dean, Dissertation/Thesis Advisor, OR the student's Academic Advisor. The student is applying for Optional Practical Training (OPT), which is available through the Department of Homeland Security (DHS). It allows an F-1 international student to work for up to one year in a field related to his/her major. In order to recommend the student for this post-completion practical training, we need to know the expected completion date. A student is allowed to apply 90 days before the completion of studies. It is helpful for the student to apply as early as allowed under law, since it may take up to three months to process the Employment Authorization Card from DHS. If the student does not complete the degree when expected, the Employment Authorization Card may be cancelled as long as the OPT start date has not begun. If the card is cancelled the student may reapply for OPT. If you have any questions, please call #35065 and ask to speak to an International Student Counselor. NOTE: Engineering majors have additional steps to follow. Please check with your department before attending a group OPT appointment.

1. This student has applied/will apply for graduation at the following degree level (please circle one):

Bachelor Masters Doctorate

2. This student is expected to complete/has completed all degree requirements on ____/____/____.
(Usually the official closing of the semester or may be when the thesis or dissertation is submitted.)

Academic or Thesis/Dissertation Advisor _____ Signature _____ Date _____
Associate Dean of College _____ Signature _____ Date _____
(Engineering Only)

Please return the form to the student.



OPT Application Procedures – Shorten I-20

- For all Thesis track and Dissertation track students with all coursework completed: After applying for OPT, you must find a job in your field of study and work a minimum of 20 hours per week while completing the Thesis / Dissertation. The thesis/dissertation work cannot be used as employment.
 - SEVP Policy Guidance issued on April 23, 2010 states: Can a student in a graduate-level program who has completed all program requirements, aside from thesis or equivalent, apply for either pre-completion OPT or post-completion OPT?
 - Yes, a student who only has **the thesis or equivalent remaining** may either apply for pre-completion OPT or post-completion OPT while completing the thesis/dissertation.
- Master's students cannot switch to Non-Thesis track as this would require an I-20 program extension, and if you are already beyond your program end-date, you would be out of status.
- **For all students**: You cannot work on-campus or on CPT after completing your program of study, no matter if you have shortened your I-20 or not. No CPT or on-campus work can be done after the I-20 has been shortened.
 - You must wait until the EAD card is approved and the EAD start date to begin work again.

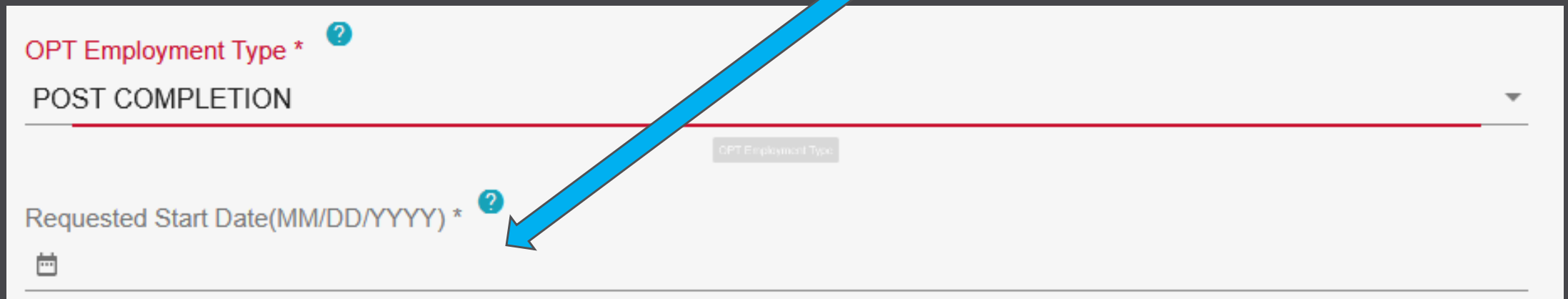
Understanding your 60-day Grace Period

- 1) **Apply for OPT** (Which can you do 90 days before you graduate and up to the 60-day period after). You cannot apply for OPT-X in your grace period after OPT ends. It has to be applied for before (more in the OPT-X slides at the end).
- 2) **Change of Degree Level at UH.** If resuming study at University of Houston, the new I-20 must be printed prior to the 60-day grace period ending.
 - a) Your OPT work authorization ends, and the EAD card becomes invalid, on the date that you are registered with the new I-20 in SEVIS if the I-20 is issued before the grace period begins.
 - b) The first day of classes must be within 5 months and the next available semester from the end of your period of OPT.
- 3) **Transfer to Another Institution.** If resuming study at another institution, the SEVIS record must be transferred to the new institution prior to the 60-day grace period ending.
 - a) Your period of OPT ends upon the transfer release date in SEVIS if done during your period of OPT.
 - b) The first day of classes must be within 5 months and be the next available semester of the OPT EAD card end date or the date of your transfer. You should also not have exceeded 90 days of unemployment during the OPT EAD date.
- 4) **Apply for Change of Status (if eligible).** Once the application is submitted, you would be able to remain in the U.S. until a decision has been made.
- 5) **Make Arrangements to Return Home.** As long as you leave before the end of your grace period, you are able to travel around the U.S. and explore the country during your grace period.

Note: Your OPT period cannot continue when classes have begun - You will need an updated I-20 to reflect your new program of study
- You may choose to end OPT early to resume study

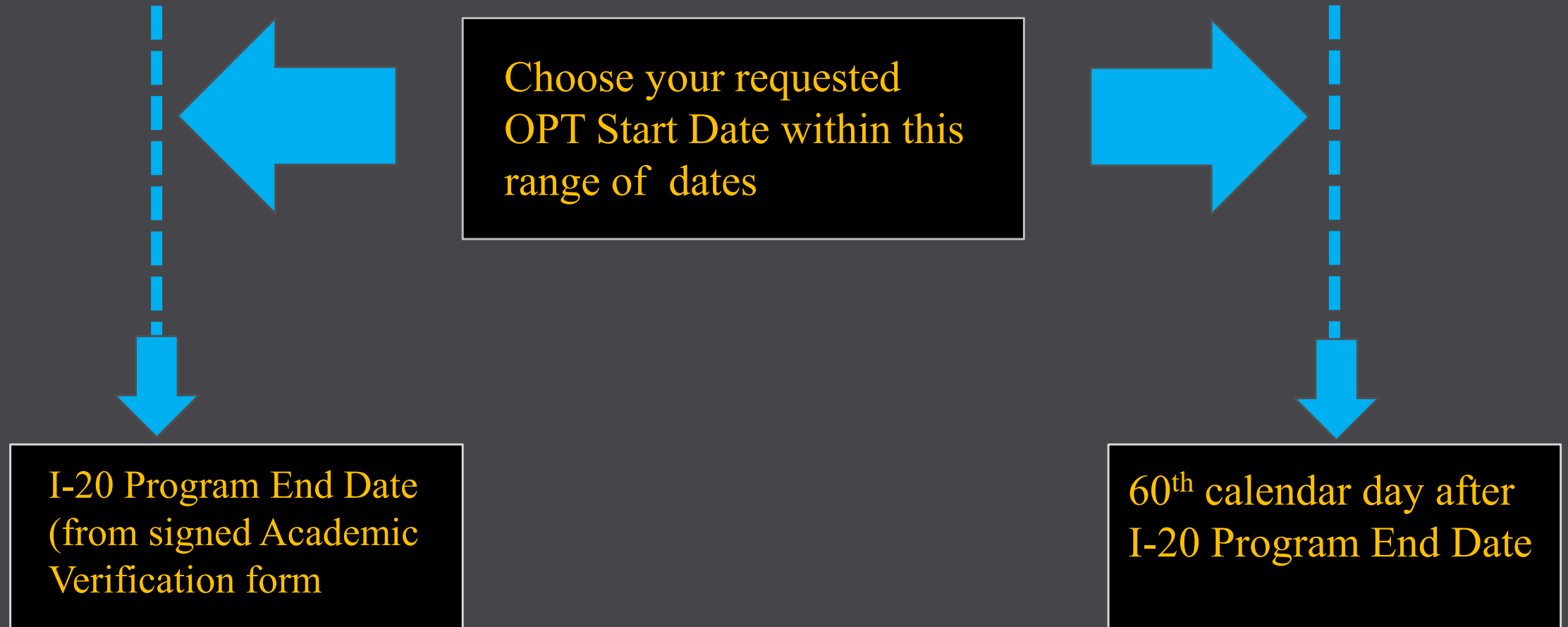
OPT Application Procedures – **Start Date**

- Your requested OPT Start Date can be any day during your 60-day grace period, which begins with the day after the completion of your program of study (Date located on your Academic Verification Form)
- The requested OPT Start Date may not be changed after your application is submitted to USCIS
- Keep in mind that you cannot begin working until USCIS adjudicates your case and you receive your EAD card with the dates authorized to work
- You will need to choose an OPT Start Date and fill it in on the TerraDotta OPT Request Form



The screenshot shows a portion of the TerraDotta OPT Request Form. It features two main fields: 'OPT Employment Type *' with a dropdown menu currently set to 'POST COMPLETION', and 'Requested Start Date(MM/DD/YYYY) *' with a calendar icon. A blue arrow points from the top right towards the 'Requested Start Date' field, highlighting it as the focus of the slide.

OPT Application Procedures – **Start Date**



OPT – Employment Regulations

- All work during Post-Completion OPT must be in a job that is directly related to the student's degree program, for which the OPT was granted
 - Any employment not related to your field of study is a violation of F-1 status
- Minimum of 20 hours per week (This can be an average throughout the month)
- During Post-Completion OPT, employment may be paid or unpaid
- You may be self-employed (No self-employment allowed during OPT-X, so plan ahead!)
- You may work for multiple employers
- You may change jobs as needed
- You must report all employment changes within 10 days using TerraDotta or the SEVP Portal (we will discuss in detail later)
- You may not exceed 90 days of unemployment during the entire period of OPT

OPT – Unemployment

- During Post-Completion OPT, unemployment is counted only from the EAD card start date, not from the time of application or graduation
- Approved business travel or approved vacation travel from a U.S. employer does not count as “unemployment”
- The maximum allowable unemployment period during Post-Completion OPT is 90 calendar days, accumulative. Plan carefully so that you do not use all of your allowable unemployment days.
- There is NO additional grace period after OPT ends if you exceed the 90 days of unemployment.
- Working less than 20 hours per week counts as unemployment on OPT unless you have multiple jobs that equal 20 hours or more
- Any SEVIS record on Post-Completion OPT with 90 consecutive days of unemployment may be automatically terminated by the SEVIS system. Report all employment changes within 10 days to avoid consequences.

OPT – Reporting Requirements

- You will gain access to the SEVP Portal when two things happen:
- First, the OPT request status in SEVIS changes to “Approved”
- Typically, this OPT request status comes directly from USCIS when they approve an OPT application
- Second, the OPT period must be “Active”



OPT – Reporting Requirements

- On the start date of your EAD card (approximately), you will receive an automated email from: do-not-reply.SEVP@ice.dhs.gov
- Do not delete this email – you must click on the link in this email to setup your SEVP Portal account. The email used to send this information is your “destination email” in your UH account. Make sure to update your destination email from @CougarNet.uh.edu to a personal email once you end your on-campus employment.
- The SEVP portal login page is: <https://sevp.ice.gov/opt/>
- The SEVP Portal account is the method used to report employment information during Post Completion OPT

An official website of the United States government

 **SEVP Portal | Student and Exchange Visitor Program Portal**

Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

OPT – Reporting Requirements

- You must follow the link to create your Portal account. You must provide your SEVIS ID number to create the account
 - For any troubleshooting on accessing your account, please email sevis@central.uh.edu. There are instances when if you had a prior OPT portal account, it will cause issues in receiving a new link.
- Once you gain access to the Portal, you can:
 - Edit your profile (e.g., SEVIS address)
 - Edit employment information
 - View history
 - Change password
- The SEVP Portal will send you email in these situations: When you create a portal account, confirm that you recently created an account, password was changed, account is locked, email address changed, STEM OPT evaluations are due, or when your OPT authorization ends and the account is being closed.
- Portal Account closes after 180 days following the end of the OPT period.



SEVP Portal | Student and Exchange Visitor Program Portal

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| Portal Help

| Privacy Statement

| Logout

Profile

Employment

History

Account Management

- During your OPT period, you will be able to view your employment information in the Portal and verify it for accuracy
- You must report all changes of employment information within 10 calendar days of the change. The portal account will NOT allow you to add a start date that is more than 10 days old. You will have to report with a current start date and request our office to adjust the date for you.
- Failure to timely report may mean missed days count as unemployment
- If you change jobs, never delete the previous employer information or **edit the start date** due to a promotion – this causes unemployment time to be calculated.

OPT – Recent DHS Guidance

- U.S. Department of Homeland Security recently published guidance on “Practical Training - Determining a Direct Relationship Between Employment and a Student’s Major Area of Study”
- It requires the F-1 student to provide an explanation of how the job relates the student’s major area of study
- You will use the student access to your SEVP Portal account, and provide an explanation in the text box: “Relation to Field of Study: Explain How this job relates to the degree that qualified you for this OPT”
- You must keep historical records of your employment: DO NOT delete your previous information submitted in the SEVP Portal - always “Add” new information

OPT – Recent DHS Guidance

- Below are examples for what to write:
- Bachelor's degree in Electrical Engineering: I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.
- Bachelor's degree in Business: I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.

OPT – Recent DHS Guidance

- Master's degree in Music: I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.
- PhD in Computer Science: I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.
- Master's degree in Kinesiology: I am working 25 hours a week in a health food store as a consultant for Self-Made Inc., designing and teaching exercise classes that are incorporated into a customer's overall nutrition and exercise plan. My designs and customer instruction draw upon my studies and classwork in exercise therapy and physical reconditioning.

To view the SEVP Portal Help videos and detailed guides, visit the **Study in the States** webpage: studyinthestates.dhs.gov

Official website of the Department of Homeland Security

 **Homeland Security**

STUDY in the STATES

[View Disclaimer](#) [Select Language](#)

STUDENTS | **SCHOOLS** | **BLOG** | **TOOLS** | **STEM OPT HUB**

WELCOME

Study in the States offers free government resources that explain the rules and regulations governing the international student process in the United States.

[Read More](#)



VISIT THE SEVP PORTAL HELP SECTION

In the SEVP Portal Help section, students participating in post-completion practical training will find resources on how to use the SEVP Portal and comply with reporting requirements. [Explore >](#)



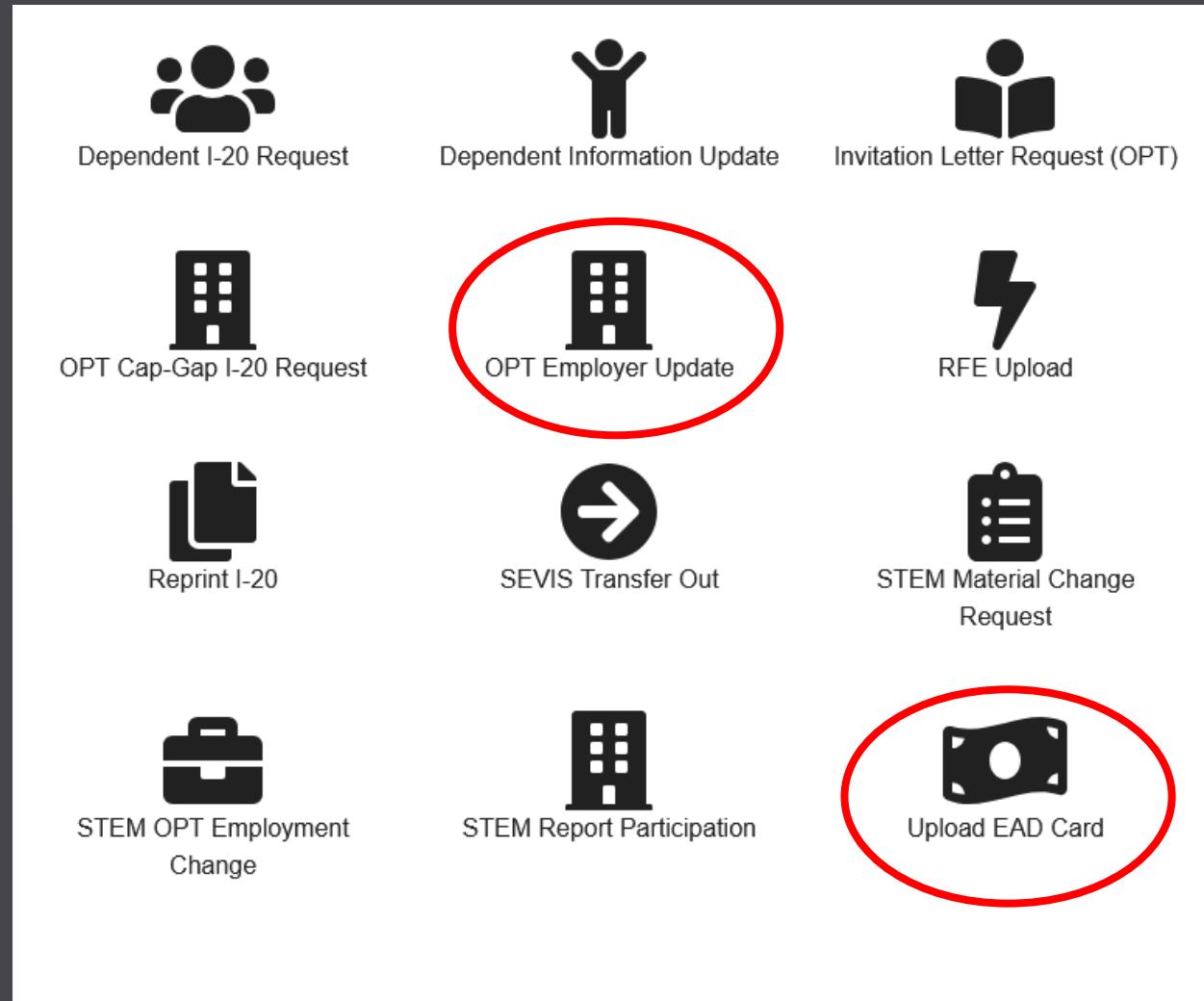
TerraDotta – OPT Reporting Requirements

- Provide a copy of your EAD card – front and back to our office through TerraDotta. Information on accessing the portal is found here:
<https://uh.edu/issso/services/terradotta/>
- You will log in with the “Login with Campus ID” option until we un-integrate your account and send you an email to set up a personal email login. Then you will use the “Login with Portal Account” option moving forward.
- If you have questions on how to report through TerraDotta, please email SEVIS@Central.UH.edu with your student ID number



Save the front and back as a PDF file
– Do this within 10 days of receiving the EAD card

TerraDotta – OPT Reporting Requirements



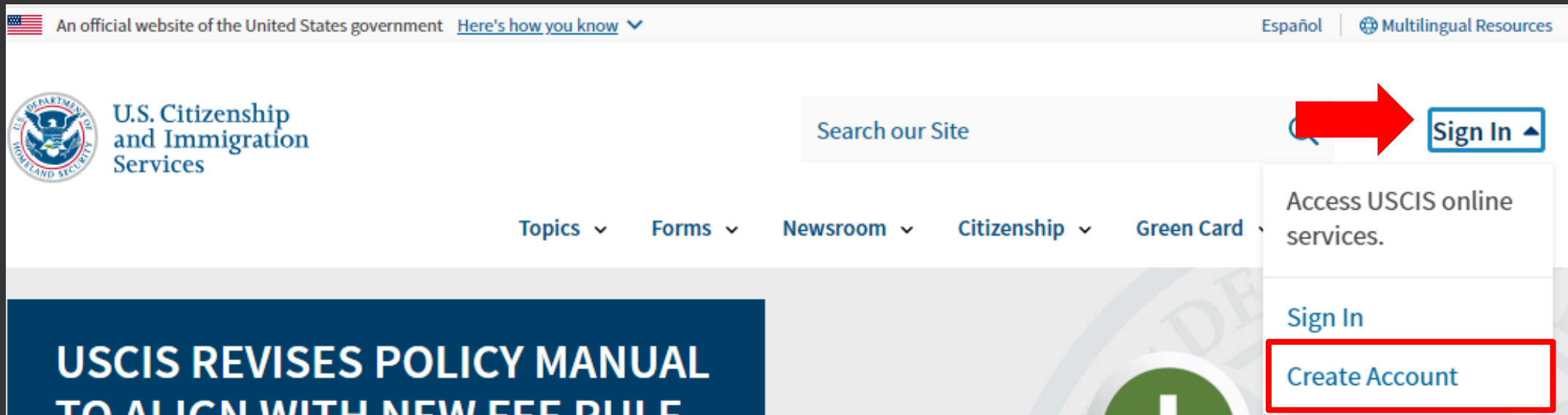
In your TerraDotta Portal, once you're on OPT, you will have a separate set of requests available to you. The initial options that you will use is the **“Upload EAD Card”** to provide us a copy of your EAD card and the **“OPT Employer Update.”**

Use the employer update only if you are unable to report your work in the SEVP Portal. Do Not report in both places.

Form I-765: Our office highly recommends all OPT students to file form I-765 online with USCIS, although you can still choose to file the paper application – online filing is user-friendly and much more efficient than paper filing.

Begin by creating an account on the USCIS website:

www.uscis.gov



Form I-765

Confirm your email address to begin setting up your USCIS online account – it must be an email that you check frequently.

Important note: DO NOT use your @cougarnet.uh.edu as this email address will expire once you are no longer employed at UH.

Official website of the Department of Homeland Security

 U.S. Citizenship and Immigration Services

You need to sign in or sign up before continuing.

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email

Email confirmation

Save your backup code in case you need it and lose access.

Two-Step Verification Backup Code

If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.

Your backup code is:



Export As PDF

Proceed

Form I-765

Select, “I am an applicant, petitioner, or requestor...”



Account Type

Select an account type:

- ☐ **I am an applicant, petitioner, or requestor.**
 - USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
 - You cannot file an H-1B Registration with this account type.
- ☐ **I am a Legal Representative.**
 - I am an attorney eligible to practice law in the United States.
 - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

Submit

Form I-765

Select “Application for Employment Authorization (I-765)”

Official website of the Department of Homeland Security [Here's how you know](#) ▼

 U.S. Citizenship and Immigration Services

 My Account My Account ▼ Resources ▼ Sign Out

Welcome To Your USCIS Account

Select What You Want To Do


Add a paper-filed case
View your case status and case history by adding your case to your account


File a form online
Start a new form, upload evidence, and pay and submit online


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

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 ▼

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Note: You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

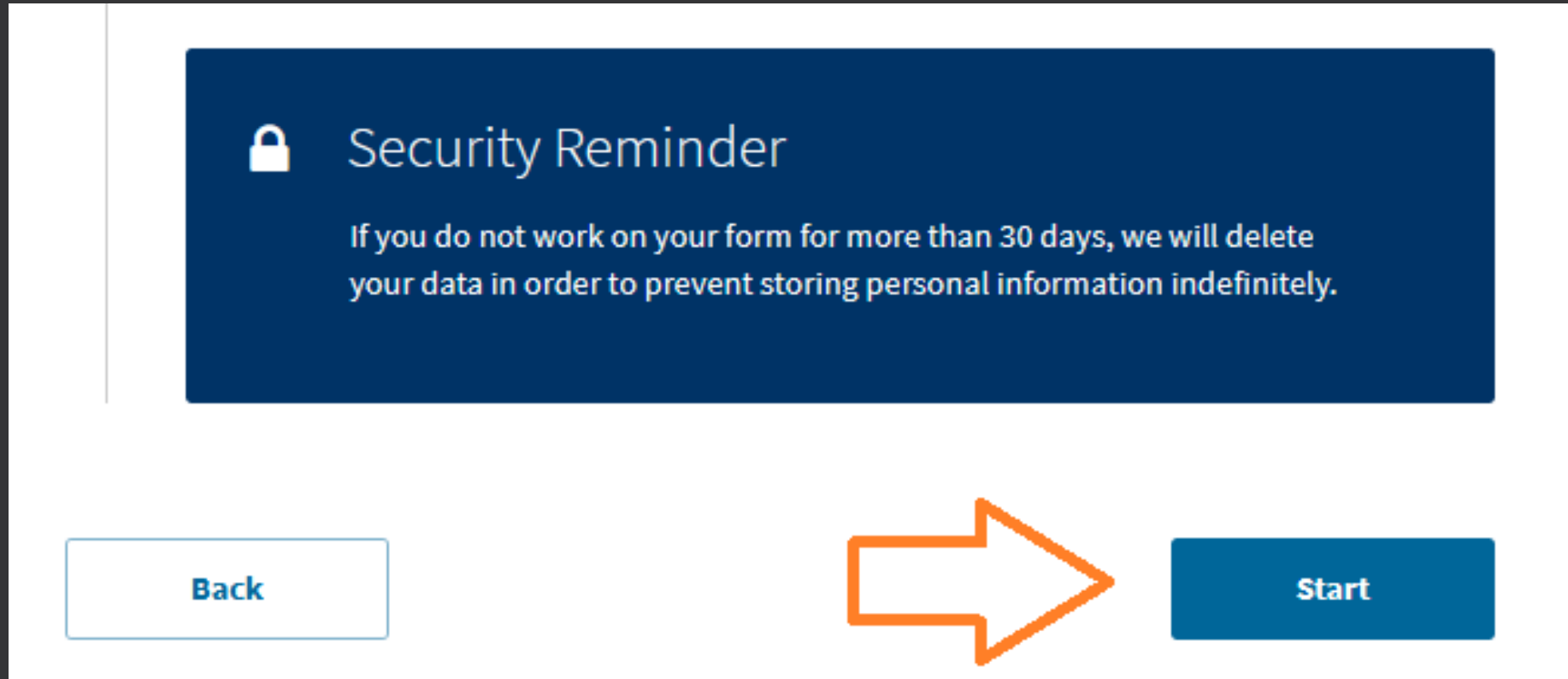
Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form

Form I-765



The image shows a digital interface for Form I-765. At the top, there is a dark blue banner with a white padlock icon on the left. To the right of the icon, the text "Security Reminder" is displayed in white. Below this, in a smaller white font, is the message: "If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely." Below the banner, there are three elements: a "Back" button on the left, a large orange outlined arrow pointing to the right in the center, and a "Start" button on the right.

 **Security Reminder**

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

[Back](#)  [Start](#)

After reading the paperwork reduction notice, details, and security reminder, press “start” to proceed with the application

Form I-765

As you begin the application, use the dropdown menu to select the eligibility category, c(3)(B) for Post-Completion 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 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)(A) Student Pre-Completion OPT

c(3)(B) Student Post-Completion OPT

c(3)(C) STEM Extension

Back

Next

Form I-765 – Premium Processing

On April 3rd, 2023, USCIS implemented premium processing for both OPT and OPT-X case filings. To request premium processing for your OPT case, you must submit a form I-907 with the appropriate fee (**\$1,685**). (<https://www.uscis.gov/i-907>)

When you are filing your initial I-765, it will ask if you wish to add premium processing right away as part of your application. Once you pay the filing fee for the I-765, it will direct you to complete the I-907 form as part of your application. This question will allow you to make the decision to complete premium processing.

You can also choose to complete the premium processing at a later date by selecting the I-907 form in the “file a form” part of your USCIS account online.

Note: You must pay the Form I-907 fee separately from the Form I-765 filing fees if filing by paper. If you submit a single, combined fee payment for multiple forms, USCIS will reject your entire filing. (Please let the counselor if you plan to file I-765 by paper.)

I-907 Instructions:

<https://www.uscis.gov/sites/default/files/document/forms/i-907instr.pdf>

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

- ☒ Yes
- ☐ No

i Form I-765 and Form I-907 will be submitted together. After you sign the Form I-765, the form will be locked. You will not be able to make any changes to the form once it is locked. You will immediately be directed to the Form I-907 and will be able to pay for and submit both forms after you provide your signatures.

Form I-765

Select your reason for applying as “Initial permission to accept employment”

Select yes or no, to indicate whether you have previously filed the form I-765.

If you have filed a form I-765, you must add information about this in the “additional information” section of your application. To find the appropriate spot, you should



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

Form I-765

If you have filed a form I-765, you must add information about this in the “additional information” section of your application. To find the appropriate spot, you should follow the outline shown on the right. You will select the “**section**” of the application, then the “**page**,” followed by the “**question**.”

Once you have done this, you can add details about your EAD card such as the “Category” (C03 for OPT, C09 for pending resident, A12 for TPS, etc.), the dates of authorization, the receipt number, and any additional information as appropriate such as the degree level if it’s a prior OPT EAD.

I-765, Application for
Employment
Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Additional information

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.

Section

Getting Started

Page

Reason for applying

Question

Have you previously filed Form I-765?

Additional information

0/500

Save response

Cancel

Form I-765

Select “No”, unless you are retaining a lawyer or attorney to file the form on your behalf

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

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Form I-765

Fill your full legal name, matching your passport name exactly.

Below, answer “No,” unless you have legally changed your name on an identity document or use a specific name on your social media accounts.

**U.S. Citizenship and Immigration Services**

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Your name

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Describe yourself

When and where you were born

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Other information

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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)

Middle name

Family name (last name)

Have you used any other names since birth?

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

☐ Yes

☒ No

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Form I-765

Fill all requested contact information, although you may check the box and leave the 2nd telephone number blank; at least one telephone and one email address are required.

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How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

Form I-765

Provide a U.S. mailing address which you have carefully verified, and which will **NOT** change in the next 3-5 months. Use the “In Care of Name” line only if your mail is going to location that you do not reside or you are not on the lease agreement. This line should not include your personal name.

Check “Yes”, unless the address you provided is not a physical address (e.g., Post Office box address) or you do not reside at the location that your mail will be going.

Generally, allow the website to verify the address per U.S. postal service formatting standards.



Verify your address

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

☐

Original address:
4465 University Dr., Suite N203
Houston, TX, 77204

☒

Recommended address:
4465 UNIVERSITY DR, RM N203
HOUSTON, TX, 77204-3024

Use selected address

Edit original address

Additional Information

Review and Submit

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Is your current mailing address the same as your physical address?

☐ Yes

☐ No

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What is your gender?

- ☐ Male
☐ Female

What is your marital status?

- ☐ Single
☐ Married
☐ Divorced
☐ Widowed

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Next

Form I-765

Answer the gender, marital status, birth location, and date of birth questions as shown.



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What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Back

Next

Form I-765

Answer the citizenship, I-94, and arrival questions.

If you arrived on a different status, but changed your status to F-1, then make sure you include the correct status of entry and have your I-797 notice of approval ready to upload in your application file.

Do not forget to verify that your I-94 has your latest arrival date before the admissions number.

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scroll down after
answering these
questions



What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

MM/DD/YYYY

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

MM/DD/YYYY

Place of arrival

Status at last arrival

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

What is your current immigration status or category?

Form I-765

Provide your most recent date of arrival in the U.S., place of arrival, and visa status at last arrival.

Provide your passport number, but do not answer the travel document question. Travel documents are for those who enter U.S. without having a valid passport (e.g. refugees);

Provide your passport expiration date of the newest passport;

Provide the country that issued your passport (the country's government issuing your passport, not the U.S. if you renewed it here);

Select F-1 Student for your current immigration status.

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

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Next

Authorization

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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.

Section

About You ▼

Page

Your immigration information ▼

Question

What is your Student and Exchange Visitor Informati... ▼

Additional information

Form I-765

Add your SEVIS number, except the “N” which is already filled; your SEVIS number is on your form I-20, page 1, at the top.

Note: If you have used any prior SEVIS ID numbers while in the U.S. (including J or M status), you will add this in the additional information section of the application. You do not have to include SEVIS ID's of I-20's issued to you by a school for initial attendance which you never used.

Form I-765

A-Number: this is assigned by USCIS if you file an application to USCIS, such as an OPT application; if you have never previously filed an application to USCIS, then you will not have an A-Number.

USCIS online account number: you would have this number only if USCIS sent an account access notice to you (most students do not have this when filing for OPT).

Note: It is better to check the box for both of these as “you do not have or know” than trying to figure out if you have either of these.

 U.S. Citizenship and Immigration Services

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What is your A-Number?

☐ I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☐ I do not have or know my USCIS Online Account Number.

Form I-765

Answer the Social Security Number questions. Most students already have the SSN when applying for OPT; however, if you do not have the SSN, you may use this section to request the SSN, by giving consent for USCIS to forward your request to the Social Security Administration (SSA), and by providing your parents' names. If you already have the SSN, you will not answer those questions.

Answers shown here are for a student who already have the SSN.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☒ Yes

☐ No

What is your Social Security number (if known)?

Do you want the SSA to issue you a Social Security card?

☐ Yes

☒ No

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Next

Form I-765

In this section, you will upload your new passport photo; be sure that it meets the format requirements (e.g., 2x2 inches square, etc.), file size, and file format. Do not use an old photo.

U.S. Citizenship and Immigration Services

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2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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 photos.

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

BackNext

Form I-765

Upload your most recent I-94 – which you may download from www.cbp.gov/I-94 - click “Get most recent I-94” and enter the data from your Passport or U.S. visa page to get the required document. You should have this already from filling out the earlier sections of the application.

I-765, Application for Employment Authorization

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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 ▼

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](http://www.cbp.gov/I-94) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](http://www.uscis.gov/I-102), with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

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

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Form I-765

Upload your passport and Visa pages on this section. If you have a previous EAD card (not OPT related), upload this here as well.

Note: Do not upload a black and white scan or a reduced size image. USCIS will request you to resubmit these images if necessary and will delay your application approval.

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



Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

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Form I-765

If you had any CPT during this degree program, your OPT advisor will provide a CPT screenshot when the OPT request is ready which you will upload here. If you did not have any CPT, then do not upload anything on this screen.

Any CPT from a prior degree program, please upload the I-20 with the CPT authorization showing on page 2.

Upload any previous OPT EAD cards here as well, both the front and back.



I-765, Application for Employment Authorization

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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 ▾

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

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Form I-765

This section is where you will upload your new I-20 with OPT recommendation provided to you after the OPT webinar by the counselor. You will receive this 5-7 working days following submission of your application documents to the counselor.

DO NOT submit your application to USCIS without this I-20 or you will be denied.

I-765, Application for Employment Authorization

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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 ▼

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

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Form I-765

Carefully note the application refund policy before continuing and that once you submit, you cannot get this money back.

The current form filing fee is \$470.

Note: Paper filing has a \$50 additional cost.

I-765, Application for Employment Authorization

Getting Started ▼

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Additional Information ▼

Review and Submit ^

Review your application

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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: \$470

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

Form I-765

You may review your I-765 answers as a draft snapshot, prior to final submission of your application.

 Official website of the Department of Homeland Security [Here's how you know](#) ▼

 U.S. Citizenship and Immigration Services

My Account ▼ Resources ▼ | Sign Out

I-765, Application for Employment Authorization

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Review and Submit ▲

Review your application

Your application summary

Your statement

Review the I-765 form information

 **Print**

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

Getting Started

Basis of eligibility

What is your eligibility category?

c(3)(B) Student Post-Completion OPT

Form I-765

At any time during completing the application, you can exit out and return to continue. Your application will be saved as a draft for up to 30 days.

Be sure that you have uploaded all required documents, including the new OPT Recommendation I-20 that you should receive from us, as well as the CPT screenshot, if you did CPT at this degree level.

Welcome To Your USCIS Account

 COVID-19 announcement
[See more](#) 

Your Drafts

Continue I-765 Application for Employment Authorization

You need to finish your draft

Continue

Delete

Status	Last updated
Your draft is in progress	

Form I-765

After uploading all documents, including the OPT recommendation I-20 you received from us, you can read and acknowledge the applicant's statement to continue and submit your application.

Official website of the Department of Homeland Security [Here's how you know](#) ▼

 **U.S. Citizenship and Immigration Services** My Account ▼

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 - Review your application
 - Your application summary
 - Your statement**
 - Your signature

Applicant's statement

You must read and agree to the statement below.

☒ I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

[Back](#) [Next](#)

Form I-765

Check the box, and then type your name as your digital signature.

☒ I have read and agree to the applicant's statement

Applicant's signature

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

[Back](#)

[Next](#)

Form I-765

As you finish the application, you will be redirected to Pay.gov for application payment, and then redirected back to USCIS for your receipt number (case number) unless you chose to continue with the premium processing request first. When you have the receipt number, you have finished the application.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

[Pay and submit](#)

Encountering Fraud While Participating in OPT:

- International students participating in OPT must understand and abide by OPT regulations to maintain their nonimmigrant status.
- International students who rely on recruitment agencies to obtain OPT placements should ensure those agencies are trustworthy and reputable. Reputable recruiters will not modify a student's resume or academic background to secure OPT placement
- If you witness fraudulent activity by an OPT recruiter or company, you should contact the ICE's Homeland Security Investigations (HSI) tip line at 1-866-DHS-2ICE or [www.ICE.gov/tips](https://www.ice.dhs.gov/tips)

H-1B Cap Gap

- Current regulations allow certain students with pending or approved H-1B petitions to remain in F-1 status by extending their current status until April 1st the following year. This is referred simply as “H-1B Cap-Gap,” meaning the regulations provides a way of filling the "gap" between the end of F-1 status and the beginning of H-1B status that might otherwise occur. The “Cap-Gap” period starts when an F-1 student’s status and work authorization expires and extends this to April 1st the following year.
- To qualify, H-1B petitions have to be timely filed on behalf of an eligible F-1 student that requests a change of status to H-1B before their current OPT or grace period ends. If a student is in their grace period, only the grace period is extended, not the work authorization.
- Timely filed means that the H-1B petition (indicating change of status rather than consular processing) was filed during the H-1B acceptance period which begins April 1st while the student's authorized F-1 duration of status (D/S) admission was still in effect.
- Even though the H-1B Cap-Gap period is automatically applied for eligible F-1 students, you may request an H-1B Cap Gap I-20 from our office which will show evidence to your employer that you are authorized to work during the Cap Gap dates listed on the I-20. You can view more information on our website and also how to print a cap-gap I-20 by going here: [Students -> F-1 Visa Students -> Optional Practical Training -> H-1B Cap-Gap Extension](#).
- Note: Your OPT employment data must be updated electronically, prior to requesting the H-1B Cap Gap I-20

OPT STEM Extension

- Applicant must hold a STEM eligible degree, from a U.S. institution, listed on the STEM list (The full list is available at www.ice.gov)
- Employer must be enrolled in E-Verify upon submission of application to USCIS.
- Employer and employee must agree to, complete, and sign the Training Plan (**Form I-983**)
- The job has to be paid and at least 20hrs per week. The work still must be directly related to your major area of study.
- Self-Employment is not allowed, and you cannot work for staffing and temporary agencies under most circumstances.
- A new OPT-X recommendation I-20 is required to apply.
- Multiple jobs are allowed, but each job has to meet the criteria listed above.
- You are allowed only 2 STEM Extensions in your lifetime and they cannot be used together.

SEVIS ID: N00

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME University of Houston-System University of Houston		6 Digit CIP Code Determines Degree Eligibility
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Jason Scherzer International Student Counselor		
SCHOOL CODE AND APPROVAL DATE HOU214F00110000 10 DECEMBER 2002		

PROGRAM OF STUDY

EDUCATION LEVEL	MAJOR 1 00.0000	MAJOR 2
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE
START OF CLASSES	PROGRAM START/END DATE	

Locate the 6 digit “CIP code” on your I-20 to determine eligibility, then compare with the STEM list at www.ice.gov

CIP Code Two-Digit Series	2020 CIP Code	CIP Code Title
01	01.0308	Agroecology and Sustainable Agriculture.
01	01.0901	Animal Sciences, General.
01	01.0902	Agricultural Animal Breeding.
01	01.0903	Animal Health.
01	01.0904	Animal Nutrition.
01	01.0905	Dairy Science.
01	01.0906	Livestock Management.
01	01.0907	Poultry Science.
01	01.0999	Animal Sciences, Other.
01	01.1001	Food Science.
01	01.1002	Food Technology and Processing.

Last updated: July 12, 2023

1 | Page

CIP code list example from www.ice.gov – Check for your particular CIP code to determine eligibility. Current STEM LIST: <https://www.ice.gov/doclib/sevis/pdf/stemList2024.pdf>

OPT STEM Extension – when to apply:

- The application must be properly filed not more than 90 days prior to Post-Completion OPT EAD card end date, but not after the end date (Late applications are not accepted by USCIS)
- Application must be received and receipted, properly filed with USCIS, on or before the current OPT EAD card end date
- You must be currently on an approved Post-Completion OPT in order to apply for OPT STEM extension
- You may submit your OPT STEM request to our office 90 days prior to the OPT EAD card end date – please hold onto your request to our office until 90 days prior to the OPT EAD end date
- You can file for OPT STEM-Extension using a previous STEM degree in which you did not file for STEM Extension before (given that your current degree is not STEM eligible). If you think you may qualify for this, please follow up directly with a counselor to verify eligibility.

STUDENTS

New Students

Entry and Exit

Financial Services

Employment

F-1 Visa Students

Maintaining F-1 Status

Optional Practical Training (OPT)

How to apply for Optional Practical Training (OPT)

STEM Extension (OPTX)

How to apply for STEM OPT Extension

H-1B Cap Gap Extension

OPT Self Report Form

90/150 Day Unemployment Rules

Additional Information

When you are ready to apply for OPT STEM extension, please carefully read the slideshow (PowerPoint) on our website for full detailed instructions. Link here:

<https://uh.edu/issso/students/f-1/opt/how-to-apply-for-opt-stem-extension/>



International Travel during OPT

- If your OPT has been approved and you have received your OPT EAD, carefully prepare your documents for travel before leaving the United States, as detailed below.
- Documents you will need for travel internationally:
 - [1] Passport that is valid for at least 6 months into the future
 - [2] Visa which is still valid at the time of reentry to the U.S.
 - [3] I-20 with recent signature by a Designated School Official. During OPT, each travel endorsement on page 2 is valid for 6 months
 - Your current employer info is recommended to be printed on page 2 of the I-20 (You may request a reprint after you have completed OPT reporting)
 - For I-20 reprint, submit a request on TerraDotta
 - [4] EAD card (Employment Authorization Document)
 - [5] A current job offer letter from your employer. A written statement from your employer that you are returning from a period of approved vacation time may also be helpful, but is not required if the job offer letter is recent

International Travel during OPT

- Check your F-1 visa – if expired, you must renew with the U.S. consulate / embassy – usually in your home country
 - Certain travel under 30 days on expired VISA could be granted to Canada, Mexico, and the adjacent islands except Cuba (unless you're from Iran, Syria, North Korea, or Sudan).
- If you are planning to travel while pending OPT, please contact an advisor regarding the risks involved. Our office and CBP does not recommend international travel while the OPT application is pending with USCIS, but it is allowed in most circumstances.

UNIVERSITY of HOUSTON

INTERNATIONAL STUDENT & SCHOLAR SERVICES OFFICE

Student Center North, Room N203, Houston, TX 77204-3024 📞 Phone: (713) 743-5065 📠 Fax: (713) 743-5079 🌐 www.uh.edu/oisss

Payment Coupon

Instructions: Please fill out and print this payment coupon. Mail it together with your payment (checks only) to our office. All payments for ISSSO fees must be payable to “UNIVERSITY OF HOUSTON”. Only a personal check or a money order (certified check) is accepted; Do NOT send cash. Our office does not accept credit card payments. Note that our office fees are not related to any USCIS application fees, for example OPT application fee, which is payable to USCIS. Only mention a specific advisor in our office for Post Completion OPT. This will be the advisor for your OPT group session. Thank you.

Student ID number (Peoplesoft number; 7 digits) _____

Surname (Last Name) _____

Given name (First name) _____

Payment Reason – Please check only one box:



Alumni Fee for Post Completion OPT: **\$100** / Name of OPT Advisor: **OPT Advisor Name**

OPT Alumni Fee:

In order to process your Post-Completion OPT request, an alumni fee of \$100 is required to be submitted to our office.

By mail: You can mail a personal check or a money order, payable to “University of Houston”

Do not mail cash.

Download, fill in, and print this “Payment Coupon” and bring it in person or mail it with your OPT Alumni fee to our office.

In Person: You or your friend can pay this fee in our office as long as the payment coupon has your information on it.

Payments in-person can be by **credit card**, cash, or check/money order.

Download the Payment Coupon from:

<https://uh.edu/issso/resources/documents-and-forms/>

OPT Alumni Fee:

If you decide to mail a check, use the below address:

University of Houston

International Student and Scholar Services Office

4465 University Drive, Rm N203

Houston, TX 77204-3024

Here's an
example of how
to properly fill out
a check.

Your name 123 Calhoun Road Houston TX 77204 713-123-4567		1001	
		January 1st	20 50
PAY TO THE ORDER OF	UNIVERSITY OF HOUSTON	\$	100.00
ONE HUNDRED AND		NO / 100	DOLLARS
MEMO	OPT Alumni fee		
⑆ 123456789⑆ 0987654321⑆ 1001⑆			

Check your case status – Receipt notice

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797C, Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER EAC123456789		CASE TYPE [REDACTED]
RECEIVED DATE [REDACTED]	PRIORITY DATE [REDACTED]	EXPIRATION DATE [REDACTED]
NOTICE DATE [REDACTED]	PAGE 1 of 1	REASON [REDACTED]
[REDACTED]		Notice Type: Receipt Notice
[REDACTED]		Amount received: \$ [REDACTED]
[REDACTED]		

Receipt notice - If any of the above information is incorrect, call customer service immediately.

Processing time - Processing times vary by kind of case.

You can check our current processing time for this kind of case on our website at uscis.gov.

- On our website you can also sign up to get free e-mail updates as we complete key processing steps on this case.
- Most of the time your case is pending the processing status will not change because we will be working on others filed earlier.
- We will notify you by mail when we make a decision on this case, or if we need something from you. If you move while this case is pending, call customer service when you move.
- Processing times can change. If you don't get a decision or update from us within our current processing time, check our website or call for an update.

If you have questions, check our website or call customer service. Please save this notice, and have it with you if you contact us about this case.

After filing your application online, USCIS will generate a receipt notice with your case number which is downloadable online.

The same receipt number will be on your I-797C notice, mailed to your address as listed on the I-765 application

Receipt number starts with a 3-letter code followed by numbers. Online applications will begin with IOE...

You will get case status updates by email for when your case is being adjudicated and processed.

Submission Steps

Please prepare your documents as listed below. Your OPT counselor will add a draft OPT request on your TerraDotta profile. Once this is done, you can submit the documents there for the OPT request to be processed.

- Passport copy
- Visa copy (most recent visa)
- I-94 printout - [CBP.gov/I-94](https://www.cbp.gov/I-94) or the F-1 approval notice, form I-797A (if you changed visa status in the U.S. – not applicable to most students)
- Previous EAD copy, if you previously had OPT (not applicable to most students)
- Academic Verification form, signed by your college

OPT Workshop Last Steps

- We appreciate your attention to OPT procedures
- At this time, please wait for your OPT counselor to add your OPT request to TerraDotta
- We will do our best to complete your OPT recommendation request in 5-7 working days
- If you have questions, contact the counselor following completion of the online OPT workshop.
- www.uh.edu/ISSSO
- 713-743-5065
- sevis@central.uh.edu
- To track the status of your OPT application, log in to your account online: www.uscis.gov
- USCIS contact telephone: (800) 375-5283