



POST COMPLETION OPT INSTRUCTIONS

Mailing Instructions

You must mail your OPT application and have it received by USCIS **within 30 days** of your OPT recommendation by the DSO. You may receive an e-mail and/or text message informing you that USCIS has accepted your application or petition if you file Form G-1145, E-Notification of Application/ Petition Acceptance at the USCIS Chicago Lockbox. Please confirm address at: <https://www.uscis.gov/i-765-addresses>

(by U.S. Postal Service, including USPS Express Priority mail)

USCIS
P.O. Box 805373
Chicago, IL 60680

(For FedEx, UPS, and DHL deliveries)

USCIS
Attn: I-765 C03
131 South Dearborn – 3rd Floor
Chicago, IL 60603-5517

AFTER YOU SUBMIT YOUR FORM I-765

Check your Case Status

Once the application has been received by USCIS, within 2 weeks, you should receive in the mail a **Form I-797-C Notice of Action** letter. This letter acknowledges formally that your application has been received by the USCIS. This “Notice of Action” letter contains your receipt number (the number at the top left of the form and beginning with “WAC” standing for “Western Adjudication Center” or “YSC” which refers to the Potomac Service Center, followed by a 10 digit number. With this receipt number, you can check the status of your case by visiting:

<https://egov.uscis.gov/casestatus/landing.do>

Beware of Scams

USCIS will NOT contact you by phone and ask for any personal information or additional payment. If you are contacted by someone claiming to be from USCIS, please ask for their name and phone number, do not give any personal information,

hang up and then contact the International Student Program Office immediately. You may report such scams here: <https://www.uscis.gov/avoid-scams/report-scams>

Employment Authorization Document (EAD) Card

Once you have received your EAD card, please either send us a copy or stop by our office so that we may make a copy of this important document for your school file. Please be sure to check your EAD card and make sure your name and employment dates are correct. If they are not, please contact us immediately.

OPT Registration in SEVP Portal

Once you have found employment, please update your employment information, address and contact information on the **SEVP Portal**. You will first need to create a SEVP Portal Account here: <https://studyinthestates.dhs.gov/create-an-sevp-portal-account>. If you have any questions about using the SEVP Portal Account, please visit

<https://studyinthestates.dhs.gov/sevp-portal-overview>.

You will be asked the following:

- 1) to explain how employment is related to your course of study
- 2) Employer Name
- 3) Employer EIN (highly recommended)
- 4) Job Title
- 5) Start Date
- 6) End Date
- 7) Indicate if it is Full or Part Time
- 8) Employer Address
- 9) Supervisor Last and First Name
- 10) Supervisor Telephone Number
- 11) Supervisor Email address

Your SEVIS Portal account will be closed 6 months after your Post-Completion OPT ends, so be sure to print a copy of the information you enter in the Portal and retain for your records.

OPT Registration for Las Positas College

Once you have found employment, please complete the **Post Completion OPT Registration Form** with your employment information and include a statement describing your job duties and explanation of how these duties related to your major. I will keep this information in your student file as required.

Employment:

You are allowed to work ONLY after you have received your EAD card and only ON or AFTER the employment date listed on your EAD card. As a reminder, you must work in a job that is related to your degree program. You must also work at least 20 hours per week while on post-completion OPT. There is no maximum number of hours that you may be employed.

Limits on Days of Unemployment:

In order to keep your legal student status in the United States, you are allowed to accrue **up to a total 90 days** of unemployment. Each day (including week-ends) during the period when OPT authorization begins and ends that you do not have qualifying employment counts as a day of unemployment. The only exception is that periods of up to 10 days between the end of one job and the beginning of the next job are not included in the calculation of time spent unemployed. This 10-day exception also applies to the first 10 days from the start date on the student's EAD.

If you are unable to find employment in a job that is related to your degree program, you may keep your legal status by "working" as a volunteer or unpaid intern in a job that is related to your degree program. This work should be at least 20 hours per week. The Department of Homeland Security (DHS) requires that you be able to provide evidence, acquired from your employer to verify that you worked at least 20 hours per week during this period of employment.

Social Security Number (SSN):

As soon as you receive your SSN, please come by our office so that we may copy it, or send a copy of it to us (front and back). Note that it typically takes 2 weeks to obtain your card. Do NOT keep this card in your wallet as it is very valuable. Instead, either memorize it or keep the number in a safe location.

Travel:

If you wish to travel and seek re-entry to the U.S. while on Post-Completion OPT, you will need the following:

- a valid passport (valid for at least 6 months into the future)
- a valid visa (except for Canadian citizens)
- Original I-20 with a travel endorsement signature from Cindy. Despite what it states on page 2 of your I-20, this signature must be **within 6 months** (and not 1 year). We always recommend that you obtain this travel endorsement **each time** you travel.
- Your EAD card will state: "NOT VALID FOR REENTRY TO THE US". This means that the EAD card alone will not suffice for reentry to the U.S. If you have applied for Post Completion OPT and have graduated, **do not leave the U.S. until you have received your EAD card.**
- It is strongly recommended that you also take evidence of a job offer in the form of a letter from your employer that states that you are or will be employed by that company. You may also provide proof of volunteering/ internship. Not having this letter may make it difficult for you to return to the U.S.
- Proof of sufficient funds in the form of a bank statement from you or your sponsor if your employment letter does not specify a salary. Also, keep in mind that time spent outside the U.S. during an approved period of post completion OPT counts as unemployment against the 90 day limit, unless the leave is authorized by an employer or you are traveling as part of your employment.

Health Insurance:

While it is not required, we strongly recommend that you continue to purchase health insurance coverage while you are in the United States to protect you from the high cost of medical care and to ensure that you can receive the care that you need.

Student Health Center:

You are NOT allowed to use the Student Health Center while you are on Post Completion OPT since our contract with Valley Care states this service is only available to students currently enrolled in courses. If you wish to continue to have access to our Student Health Center (to obtain care or discounts on your health insurance deductibles) you may consider enrolling in (and completing) a 0.5 or 1 unit Physical Education class. You would need to pay for this course and the additional health center and other term fees of \$23 per semester.

C. Balero
January 11, 2021