Optional Practical Training (OPT) Tutorial

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EMBRY-RIDDLE
Aeronautical University
CENTER FOR INTERNATIONAL
PROGRAMS & STUDIES

Optional Practical Training (OPT) Tutorial

Please note that this tutorial is for instructional purposes only.

An OPT application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT, and properly maintaining F-1 status.

Please review the entire tutorial and ask your CIPS Advisor if you have questions.

OPT Tutorial Outline

- What is OPT, OPT Eligibility Requirements, Application Process Overview
- Completing CIPS's OPT I-20 Request Process
- Choosing a Start Date & Scenarios
- Checking your OPT I-20 for Accuracy
- Preparing your OPT Request to USCIS
  - Your G-1145 Form
  - The I-765
  - Your Photos
  - Paying the USCIS Fee
  - Completing the I-765 Form
  - Your OPT I-20 Copy
  - Your Passport & Visa copies
  - Your I-94 Record
  - Your Previous I-20 Copies
  - Your Previous EAD Card Copy
- Top 3 USCIS OPT Denial Reasons
- Mailing your Application & Application Deadlines
- Receiving your I-797c receipt notice
- Tracking your USCIS case status
- Requests for Evidence and Rejections/Denials
- Receiving your EAD Card
- Maintaining Your F-1 Status, Reporting and Employment Requirements
- Travel Requirements
- Completing OPT & Grace Period

What is OPT?

Optional Practical Training is an F-1 student employment benefit that allows for off campus work authorization in a student's major field of study.

Students must be in full-time F-1 status for at least one academic year.*

* Some students who change visa status to F-1 and who have been continuously enrolled in a full-time degree program for at least 1 academic year may qualify for OPT prior to 1 year in F-1 status.

Are you eligible for OPT?

Pre-Completion OPT

For most students, **Curricular Practical Training (CPT)** is a better option. It allows for off-campus work authorization in your field of study without using any of the 12 months of OPT time. See our web site for a detailed description of Curricular Practical Training.

You do NOT need to have a job offer to apply for OPT. The authorization is based on your program completion, not a specific employer.

Post-Completion OPT

Have you been continuously in a valid student status for one academic year?

At ERAU, one academic year means enrollment for two consecutive terms:

- Fall – Spring semesters
- Spring – Summer C
- Spring – Fall semesters

Will you be completing your program of study at ERAU in the next 90 days?

The application for OPT cannot be submitted more than 90 days before your program completion date.

Are you eligible for OPT?
CPT Usage

- If you have used 1 year or more of full-time Curricular Practical Training (CPT), during your current degree level, then you do not qualify for OPT.
- Part-time CPT does not count towards OPT disqualification.
- Note that heavy CPT usage either part-time or full-time can cause your OPT application to be subject to additional scrutiny. Be prepared to provide evidence of all prior CPT I-20s, as well as the academic work related to your CPT.

Types of Qualifying Employment

During your 12 month OPT period, OPT employment must be a minimum of 20 hours per week in a job that is directly related to your degree program. The burden of proof is on the student to demonstrate the relationship. The types of employment allowed during the initial 12-month period of OPT include:

- Paid employment
- Multiple employers
- Work for hire (commonly referred to as 1099 employment)
- Self-employed business owner
- Employment through an agency
- Unpaid / Volunteer employment

Application Process Overview

1. Request an OPT I-20

The I-20 will be ready for pickup 3 business days after submitting the OPT request form online.

2. Prepare and mail your application materials- APPLY EARLY!

Allow approximately 1 week to gather and organize the required documents. *After USCIS has received your application, allow approximately 3-5 months for processing. (The observed average processing is 90-120 days, but processing can take longer in some cases.) See current USCIS processing times for Form "I-765" for "Potomac Service Center" here: https://egov.uscis.gov/processing-times/*

3. Receive the Employment Authorization Document (EAD)

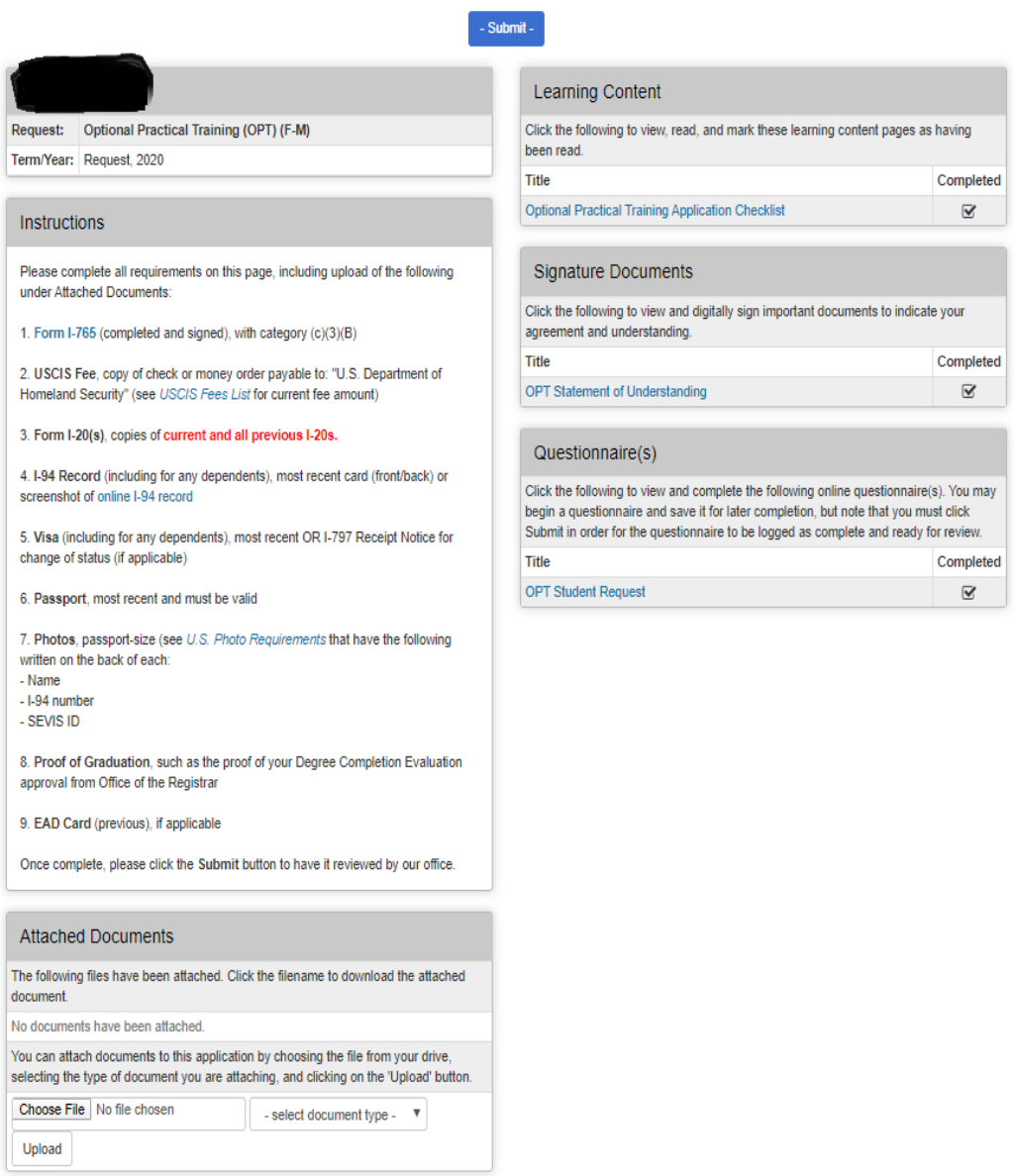
Can I do anything about the long USCIS processing time?

There is nothing you can do about the USCIS processing time, other than to apply as early as possible and be honest with your employer about your possible start date! See USCIS Issues & Tracking for how to report a case processing longer than the current USCIS processing time.

Step 1: Request your OPT I-20

Login to International Student Services Tool here using your ERNIE account

- Select Request Term
- Click Apply
- Review and complete online OPT Application Request
- Remember to complete all tasks and click submit at the top of the form
- Check next slides for more tips on requesting your OPT



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Choosing your OPT start & end date

- Your OPT start date is the date that your 12 months of work authorization begins.
- Your OPT start date must be within the 60-day grace period after the program completion date.
- The end date will usually be 1 year from your start date *(i.e. a July 2 start date will have a July 1 end date.)*
- *DON'T WAIT* until you get a job offer to apply for OPT or select your dates. Estimate when you would like to be available to work, and choose that start date. If you wait for an offer, you may not be able to apply for OPT in time.
- The requested start & end dates will be noted on page 2 of the new OPT I-20.

NOTE: Once USCIS receives the OPT application, it is not possible to change the requested start and end dates.

Program completion: Completing in Summer Session

To qualify for a **Summer** I-20 completion date, students must:

- Have a final course requirement to be completed in summer.
- Be enrolled full time during Summer Session or receive Reduced Course Load approval from CIPS for final term.
- Use the end date of your specific Summer Session as your program completion date (i.e. Summer Session A end date),
  OR
- Use the general Summer Session end date
  (i.e. last date of Summer Session C).
- If you have only been enrolled for 1 previous semester (Spring) and are completing in your second semester-Summer, you must be enrolled through August, the end of the Summer term. You cannot meet OPT eligibility if only enrolling in Summer Session A or B alone.

Note: If summer is your final semester, any on-campus employment or Curricular Practical Training is limited to 20 hours per week.

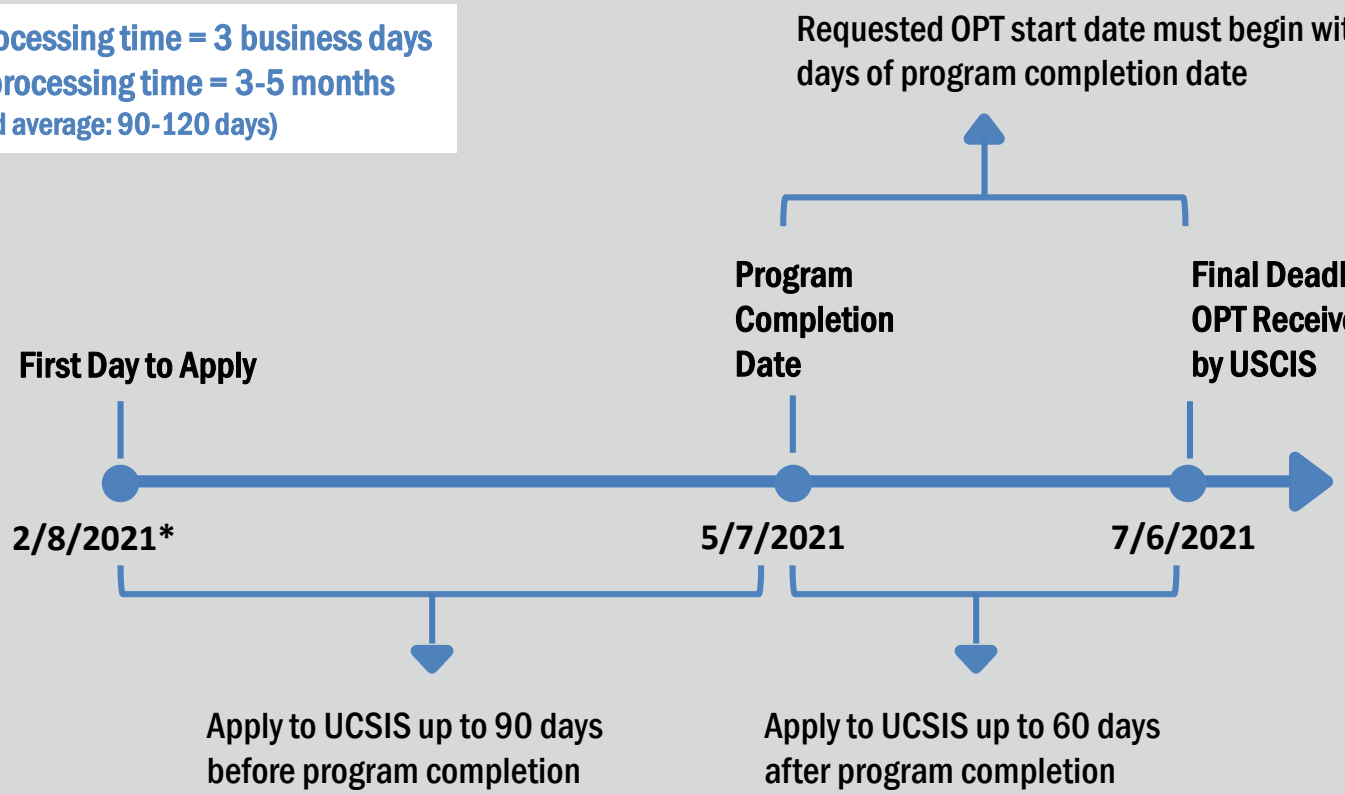
OPT Timelines

Your OPT application deadlines are based on your final semester completion date.

- Spring 2021 completion: 05/07/2021
- Summer 2021 completion: 08/13/2021
- Fall 2021 completion: 12/10/2021
- Spring 2022 completion: 05/06/2022

OPT Application Timeline: Spring 2021
(Based on May 7, 2021 program completion)

CIPS processing time = 3 business days
USCIS processing time = 3-5 months
(observed average: 90-120 days)

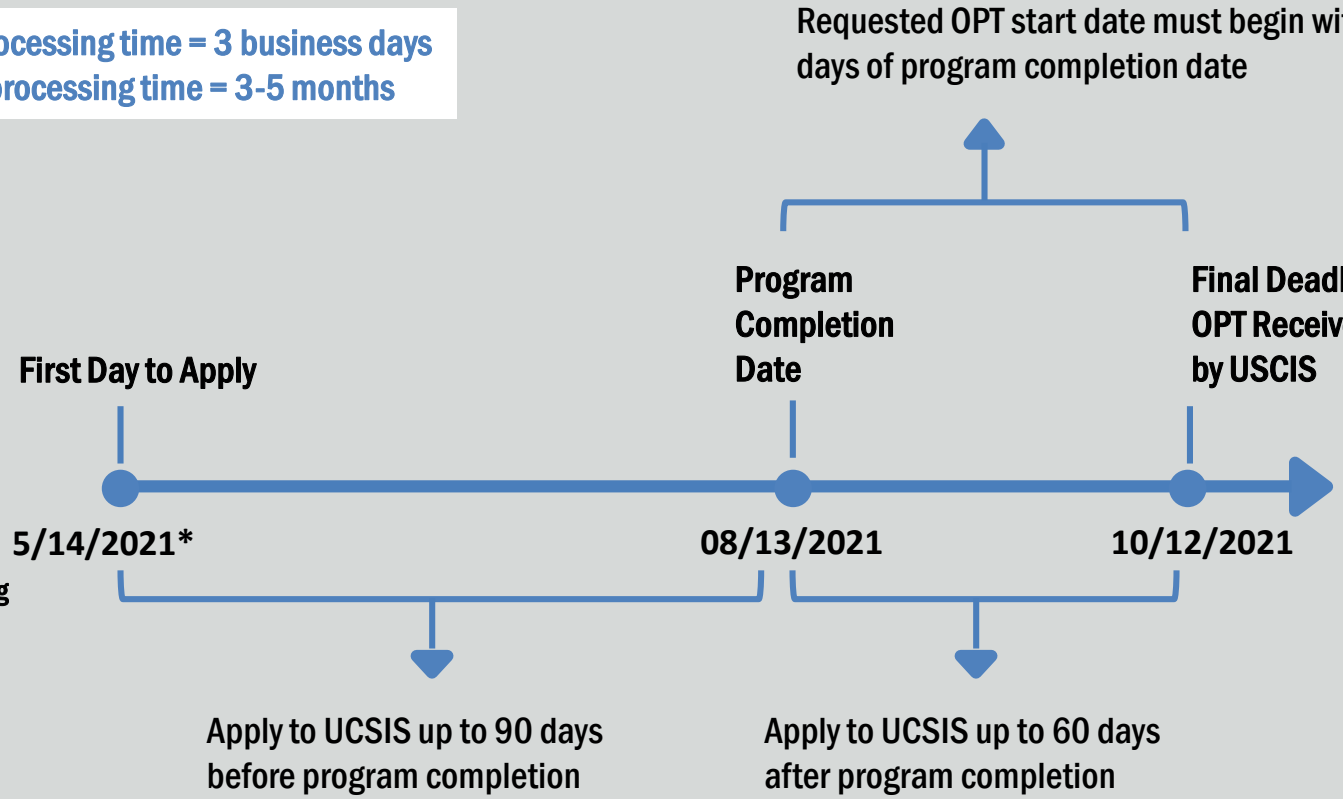


*CIPS can accept applications starting Tuesday, May 8, 2021

OPT Application Timeline: Summer 2021

(Based on August 13, 2021 program completion)

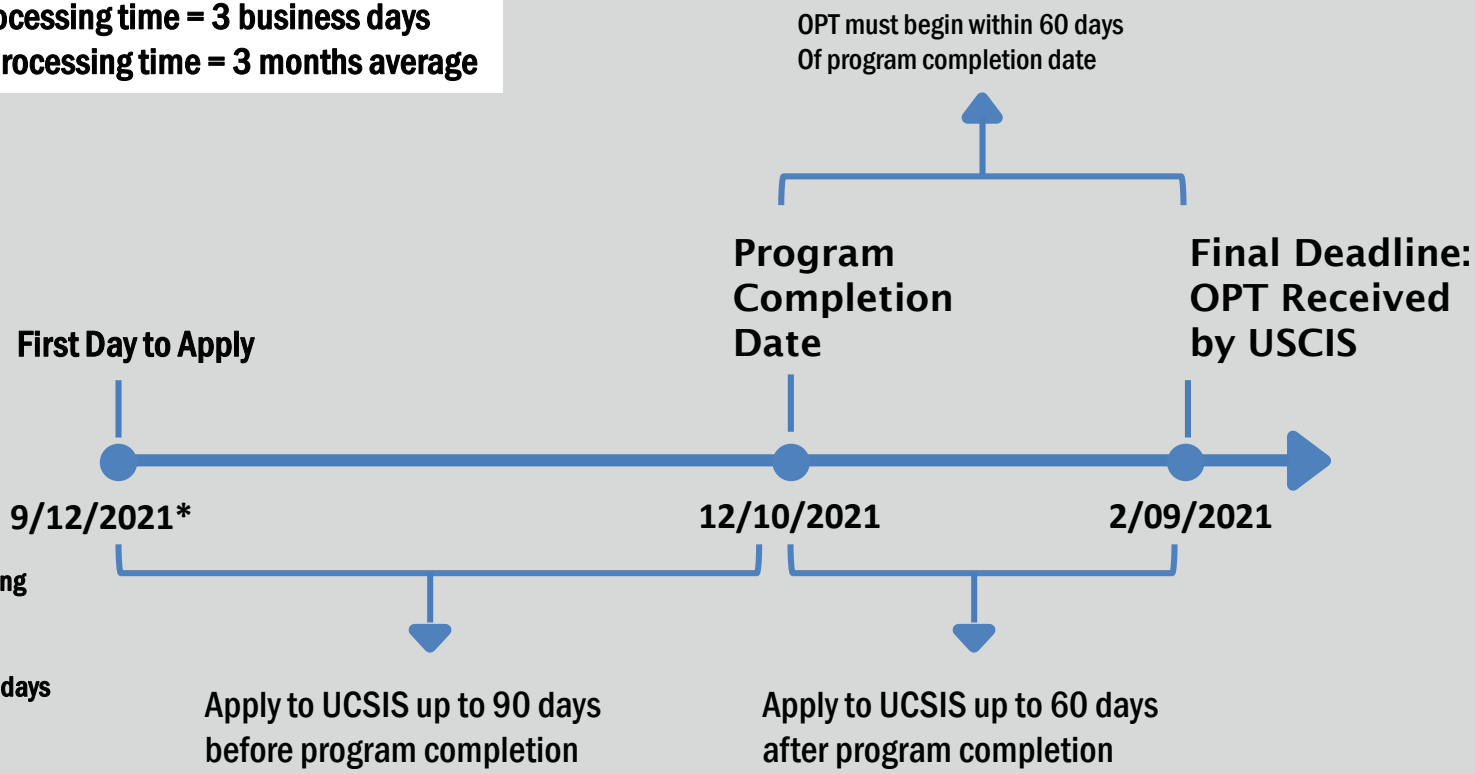
CIPS processing time = 3 business days
USCIS processing time = 3-5 months



*CIPS can accept applications starting 5/14/2020, 90 days before 08/10/2020.

OPT Application Timeline: Fall 2021
(Based on Dec 10, 2021 program completion)

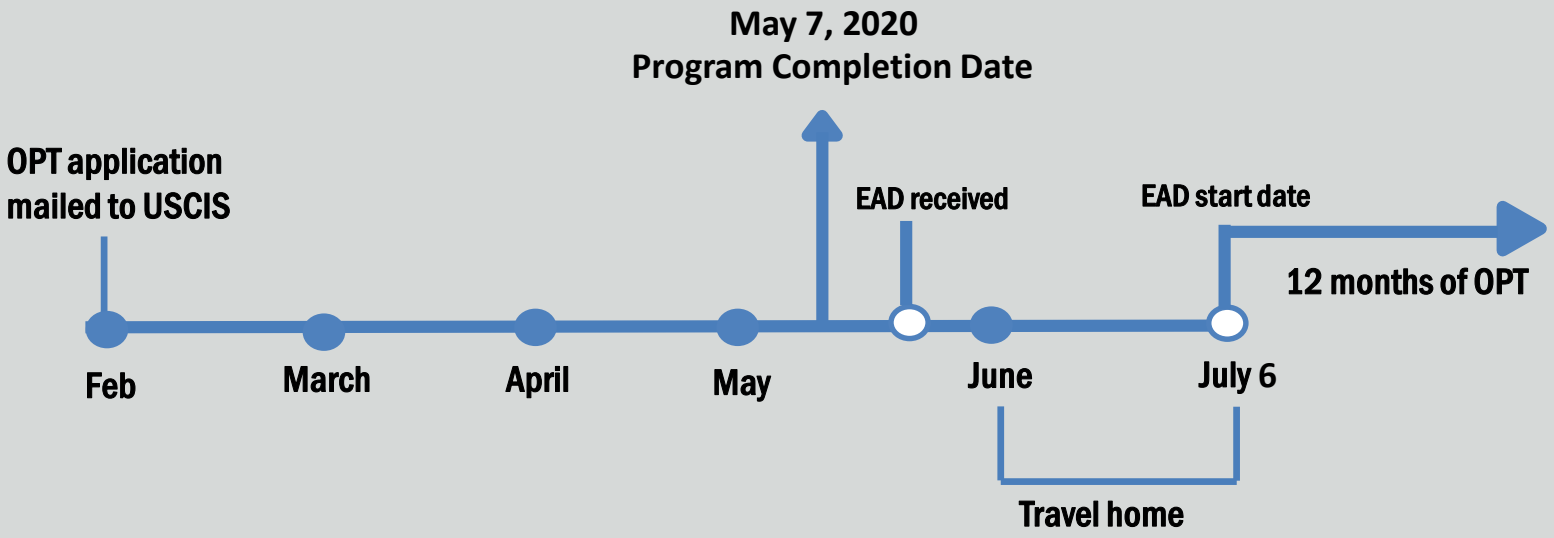
CIPS processing time = 3 business days
USCIS processing time = 3 months average



*CIPS can accept applications starting 9/11/2020, Technically 9/11/2020 is 90 days prior, but is a weekend.

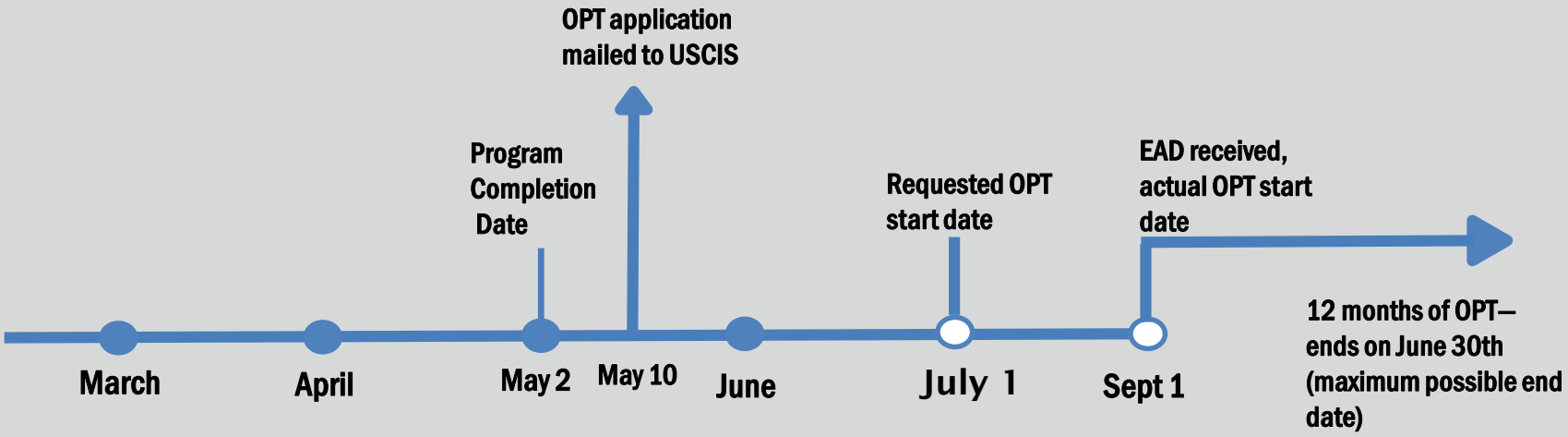
Scenario 1: Spring Completion
Apply early! Good timing.

On Feb. 8th, 2021, Sue mails her application for OPT to the USCIS. She is completing her program on May 7th and chooses July 6th as the OPT start date because she plans to be available to start work on that day. She Receives the EAD on June 1. Her employer is pleased to see proof of the work permission early even though she cannot start working until July 6th, as noted on the EAD. Sue decides to go home for one month to celebrate her program completion and will return using her OPT travel documents.



Scenario 2: Spring Completion
Apply late, lose some OPT time.

George is busy with his final semester. He waits to find out his job offer start date, instead of applying for OPT early with an estimated start date. In May, he receives a job offer with a start date of July 1st. He requests July 1st as his start date, and submits his OPT application to USCIS on May 10th. On July 1st, George still hasn't received his EAD, so he can't work. George receives his EAD on Sept 1 and it expires the following year on June 30th. George has lost 2 months of his 12 month OPT because his application was approved after the latest available OPT start date. OPT EAD cards can't be backdated, but the OPT has a maximum end date no more than 14 months from program completion.



Check your OPT I-20 for accuracy

After receiving your OPT I-20, notify CIPS immediately if there are any errors.

Education Level
Education Level may have changed. (ex. Master's candidate decides to graduate with a Bachelor's)

Program End Date
Program completion date will be updated to the program completion date on the OPT request form. *(I-20 will remain valid through OPT authorization period on page 2 or the approved EAD card dates)*

School Attestation
Make sure there is a CIPS advisor signature. Check the DATE ISSUED– USCIS must receive your application within 30 days of this date.

Student Attestation
You should sign & date I-20. Students 18 and over do not need a parent's signature.

I-20, Page 1

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID:

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission: F-1
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON	LEGACY NAME	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME: Embry-Riddle Aeronautical University - Prescott, AZ Main Campus	SCHOOL ADDRESS: 3700 Willow Creek Road, Prescott, AZ 86301
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL: Director, Center for International Programs and Studies	SCHOOL CODE AND APPROVAL DATE: PH0214F00278000 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL: BACHELOR'S	MAJOR 1: Aeronautics/Aviation/Aerospace Science and Technology, General 49.0101	MAJOR 2: None 00.0000
PROGRAM ENGLISH PROFICIENCY: Required	ENGLISH PROFICIENCY NOTES: Student is proficient	EARLIEST ADMISSION DATE: 08 DECEMBER 2014
START OF CLASSES: 07 JANUARY 2015	PROGRAM START/END DATE: 07 JANUARY 2015 - 14 DECEMBER 2019	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	$ 43,960	Personal Funds	$ 0
Living Expenses	$ 9,410	Funds From This School	$
Expenses of Dependents (0)	$	MARA Scholarship Malaysia	$ 54,770
Books,supplies,personal	$ 1,400	On-Campus Employment	$
TOTAL	$ 54,770	TOTAL	$ 54,770

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this Form.

X Advisor Signature
SIGNATURE OF: International Programs and Studies

DATE ISSUED: 21 October 2019

PLACE ISSUED: Prescott,AZ

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g)(4) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X Student Signature
SIGNATURE OF:

DATE: MM/DD/YYY

NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE
	X		

ICE Form I-20 (04/30/2021) Page 1 of 3

Check your OPT I-20 for accuracy

I-20, Page 2

OPT start and end dates requested
(OPT start date may be adjusted in SEVIS if USCIS does not complete the processing of your OPT by the requested date. Apply as early as possible.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: **(F-1)** **NAME:**

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	13 FEBRUARY 2020	12 FEBRUARY 2021

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
26 AUGUST 2019	14 DECEMBER 2019

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

ICE Form I-20 (04/30/2021) Page 2 of 3

You will receive a new travel signature at the time you request your OPT I-20.

Please note: USCIS must receive your application within 30 days of the DATE ISSUED date on PAGE 1, *not* the travel signature date. (The travel signature may be a later date.)

Step 2:
Prepare & Mail Your Application Materials

Required documents for OPT application

All documents should be printed or copied single-sided

- ❑ 2 U.S. Passport Photos (with name and I-94 number written lightly in pencil on back of each), taken within the past 30 days.
- ❑ USCIS Fee of **$410**. Check, Money Order, or Credit Card payment made payable to: "U.S. Department of Homeland Security." Write your SEVIS ID in the memo line.
- ❑ Form G-1145 to confirm receipt and obtain case number in advance of paper notification: http://www.uscis.gov/files/form/g-1145.pdf.
- ❑ Original form I-765: http://www.uscis.gov
- ❑ Copy of OPT I-20 (pages 1-3) issued by CIPS within the past 30 days. Don't forget to sign it!
- ❑ Copy of currently valid passport page and F-1 visa stamp, if applicable.
- ❑ Copy of expired passport page if you used that document to enter the U.S. most recently.
- ❑ Printout of electronic I-94 record (https://i94.cbp.dhs.gov/I94/) or copy of paper Form I-94 (both sides).
- ❑ Copies of **all** previous **CPT** I-20s (*from ERAU and/or previous schools*), if applicable.
- ❑ Copies of **all** previous **OPT** I-20s and **EAD** card(s) (*from ERAU and/or previous schools*), if applicable.
- ❑ SPECIAL CASES (RARE): If your ERAU OPT I-20 shows *less than 1 academic year* (2 semesters) of enrollment
  - ❑ **Readmitted/Transfer students** – 1) Copies of I-20s from previous Transfer schools
  - ❑ **Change of Status students** – 1) Copy of Change of Status Approval Notice *and* 2) Official ERAU transcript

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No documents are required for F-2 dependents.

Gather the required documentation

Passport Photo Requirements

The photos required to use for the OPT application must meet the specifications of U.S. style passport photos. To see a full description of these specifications, go to the U.S. Department of State website.

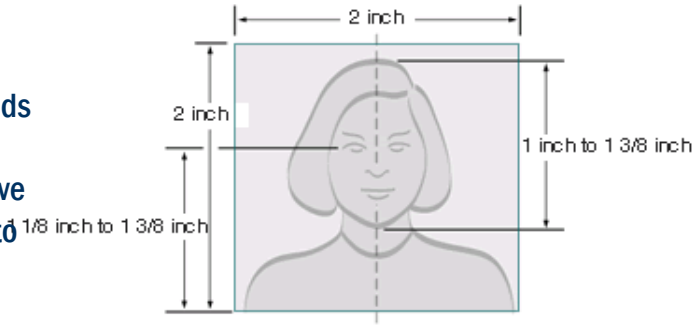
• Submit 2 identical color passport photos taken within 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The passport-style photos must be 2" by 2". You must remove your glasses and your head must be bare unless you are wearing headwear as required by a religious order of which you are a member.

• Using pencil or felt tip (soft) pen, lightly print your name and I-94 number on the back of the photo. Do not damage the photo surface by pressing hard while writing.

Professional Photography

USCIS has been examining passport photos more strictly. CIPS recommends students have their photos taken professionally. Recently, students have been visiting the following locations to obtain their photos.

CVS- Walmart- Walgreens - Costco (membership required) – CVS –



Gather the required documentation

Check, Money Order, or Credit Card:

- **USCIS Payment Methods:** Check/Money Order or Credit Card Payment for **$410**.
- **Check/Money Order** should be made payable to "U.S. Department of Homeland Security" with SEVIS number in the memo line. Money orders can be purchased at banks, post office, and some local grocery stores. Make sure a name and address are printed on the check. If the address has changed, that is fine.
    - Do not use “temporary checks” often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner.
- **For Credit Card** payment, submit form G-1450, authorized payment amount $410. You may only use a credit card account with a U.S. billing address—no foreign billing address is allowed. You can use cards with Visa, MasterCard, American Express, and Discover. See Pay Your USCIS Fees with a Credit Card
- MOST OPT DENIALS ARE DUE TO BAD PAYMENTS! IF YOU USE A CHECK OR CREDIT CARD MAKE SURE YOU MAINTAIN SUFFICIENT FUNDS IN THE ACCOUNT.

Money orders and cashier checks should include the same information as a personal check.

Gather the required documentation

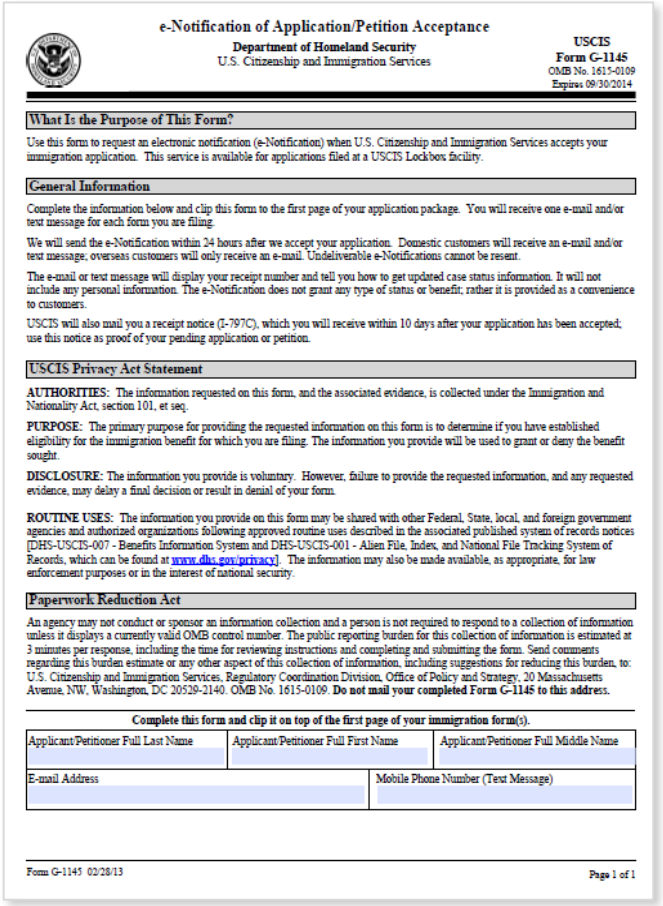
Form G-1145

- Attach to the top of the OPT Application Packet
- Use this form to request text and email notification(s) regarding your application. Download the form at http://www.uscis.gov/files/form/g-1145.pdf

WARNING!

USCIS will rarely contact you by phone regarding the status of your OPT application.

If you receive a phone call from a person claiming to work for USCIS or any other government agency, do not provide your personal information to them. Note the person's name, phone number, and email address, and contact a CIPS advisor before responding.



e-Notification of Application/Petition Acceptance

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

USCIS
Form G-1145
OMB No. 1615-0109
Expires 09/30/2014

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your form.

ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. **Do not mail your completed Form G-1145 to this address.**

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name

E-mail Address	Mobile Phone Number (Text Message)

Form G-1145 02/28/13 Page 1 of 1

Gather the required documentation

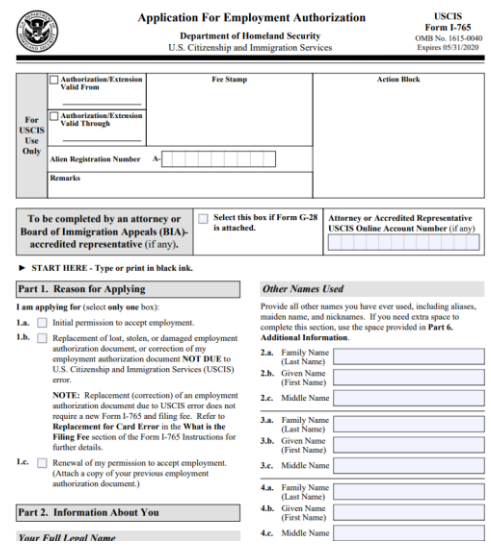
Form I-765

Download the I-765 form from the USCIS web site and review the I-765 instructions found there. **Important:** Use the most current version. It is best to download it just before mailing the application since USCIS updates it frequently.

How to fill out Form I-765

- Type or print legibly in in black ink.
- Answer all questions fully and accurately.
- If a question does not apply to you, type or print "N/A"
- Print and complete ALL pages 1-7. If any pages are missing, your application will be rejected!
- Print all pages single-sided

Some parts of the I-765 can be confusing. The following slides will help you complete those "tricky" questions. Contact CIPS with ANY questions or uncertainties about completing the I-765.



Application For Employment Authorization

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

USCIS Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only | Authorization/Extension Valid From | Authorization/Extension Valid Through | Fee Stamp | Action Block | Alien Registration Number A- | Remarks

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any). | Select this box if Form G-28 is attached. | Attorney or Accredited Representative USCIS Online Account Number (if any)

► START HERE - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select only one box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

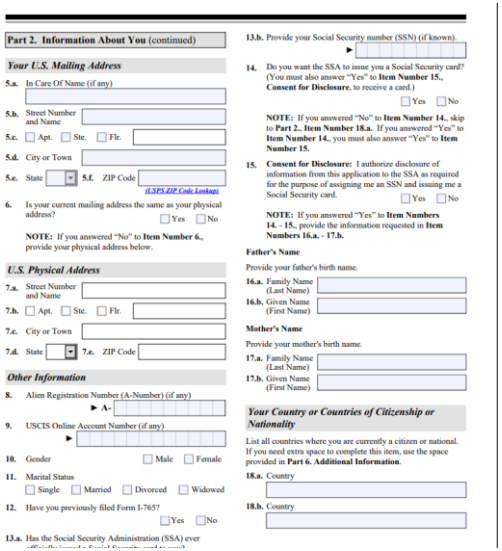
Part 2. Information About You

Your Full Legal Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information.

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name
3.a. Family Name (Last Name)
3.b. Given Name (First Name)
3.c. Middle Name
4.a. Family Name (Last Name)
4.b. Given Name (First Name)
4.c. Middle Name



Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)
5.b. Street Number and Name
5.c. Apt. Ste. Flr.
5.d. City or Town
5.e. State 5.f. ZIP Code (USPS ZIP Code Lookup)

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

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name
7.b. Apt. Ste. Flr.
7.c. City or Town
7.d. State 7.e. ZIP Code

Other Information

8. Alien Registration Number (A-Number) (if any) ► A-
9. USCIS Online Account Number (if any) ►
10. Gender Male Female
11. Marital Status Single Married Divorced Widowed
12. Have you previously filed Form I-765? Yes No
13.a. Has the Social Security Administration (SSA) ever

13.b. Provide your Social Security number (SSN) (if known). ►
14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15., Consent for Disclosure, to receive a card.) Yes No

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No

NOTE: If you answered "Yes" to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)
16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)
17.b. Given Name (First Name)

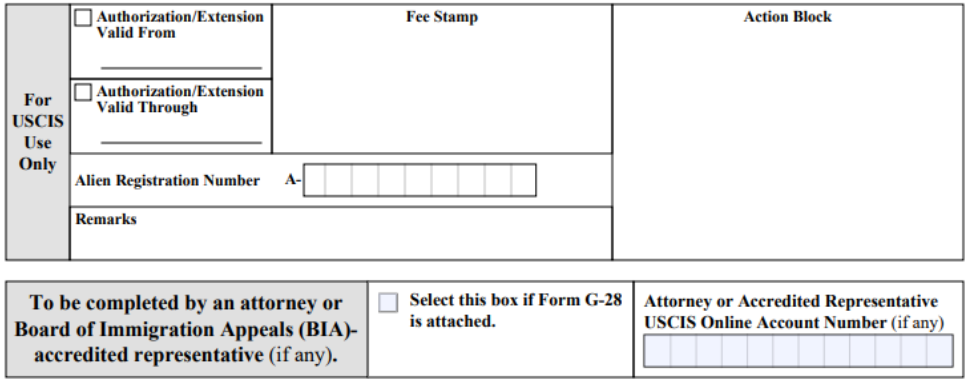
Your Country or Countries of Citizenship or Nationality

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

18.a. Country
18.b. Country

Complete the Form I-765

Top Portion: leave this entire section blank



For USCIS Use Only	☐ Authorization/Extension Valid From _____	Fee Stamp	Action Block
	☐ Authorization/Extension Valid Through _____		
	Alien Registration Number A-		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	☐ Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any)

▶ **START HERE - Type or print in black ink.**

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

PART 1. Reason for Applying, pg. 1

Check the "1.a." box for "Initial Permission to accept employment."

Complete the Form I-765

PART 2. Information About You, pg. 1

#1.a.-1.c. Name

Your entire family name should be in CAPITAL letters. Use upper and lower case for the first name. Please write your name exactly as it appears in the *Surname/Family Name* and *Given Name* fields on your I-20. Note your I-20 DOES NOT use the Middle Name field!

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	**GIVEN NAME** John	**CLASS** F-1
PREFERRED NAME John Doe-Smith	**PASSPORT NAME**	
COUNTRY OF BIRTH UNITED KINGDOM	**COUNTRY OF CITIZENSHIP** UNITED KINGDOM	

#2.a.-4.c. Other Names Used

Enter your previous names, including nicknames you have used in official records or documentation. If your I-20 *Preferred Name* is different then the names you wrote for #1, include that here. If none, write "N/A"

If you are typing out the I-765 electronically, be aware that the form does not allow you to write the "/" character into these fields. You will need to hand-write the "N/A" wherever this appears in the instructions.

Part 2. Information About You

Your Full Legal Name

1.a.	Family Name (Last Name)	FAMILY NAME
1.b.	Given Name (First Name)	First Name
1.c.	Middle Name	N/A

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

2.a.	Family Name (Last Name)	N/A
2.b.	Given Name (First Name)	N/A
2.c.	Middle Name	N/A
3.a.	Family Name (Last Name)	N/A
3.b.	Given Name (First Name)	N/A
3.c.	Middle Name	N/A
4.a.	Family Name (Last Name)	N/A
4.b.	Given Name (First Name)	N/A
4.c.	Middle Name	N/A

Complete the Form I-765

PART 2. Information About You, pg. 2

U.S. Mailing Address

This is where you would like the Receipt Notice and the EAD card to be mailed. ***This is very important!***

The address should be valid for at least 3-5 months, the length of time it will take to process the application. If you have plans to move during this time, use a reliable friend or family member's address to receive the EAD (indicate this in **#5.a.**) It is also possible to use a P.O. Box for mailing addresses.

#5.a. If the mailing address belongs to someone other than yourself, put their full name (First Name Last Name) here. This person MUST be listed as a resident of the address with the U.S. Postal Service. If this is *your* address, write "N/A."

#5.b-5.e Write a valid mailing address in the U.S. It may be a residence, commercial address, or PO Box. *You may use CIP's address.*

#6 If you listed a mailing address that is NOT your current physical living address, select "No" and complete **#7.a-7.e.** with your current physical address. If "Yes," write "N/A" in **#7.a-7.e.** Physical address should reflect where you actually live.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any): Embry-Riddle CIPS Office

5.b. Street Number and Name: 3700 Willow Creek Road

5.c. ☐ Apt. ☐ Ste. ☐ Flr. Building 51

5.d. City or Town: Prescott

5.e. State: AZ 5.f. ZIP Code: 86301

(USPS ZIP Code Lookup)

6. Is your current mailing address the same as your physical address? ☐ Yes ☒ No

If no, complete 7.a-7.d

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name: 3700 Willow Creek Road

7.b. ☒ Apt. ☐ Ste. ☐ Flr. T1-119B

7.c. City or Town: Prescott

7.d. State: AZ 7.e. ZIP Code: 86301

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CENTER FOR INTERNATIONAL PROGRAMS & STUDIES

If you live outside of AZ, please pay attention to the special mailing instructions later in the tutorial.

Complete the Form I-765

PART 2, pg. 2, continued…

Other Information

#8 F-1 students do not have an A-Number, leave this blank.

#9 F-1 students do not have a USCIS Online Account Number, leave this blank.

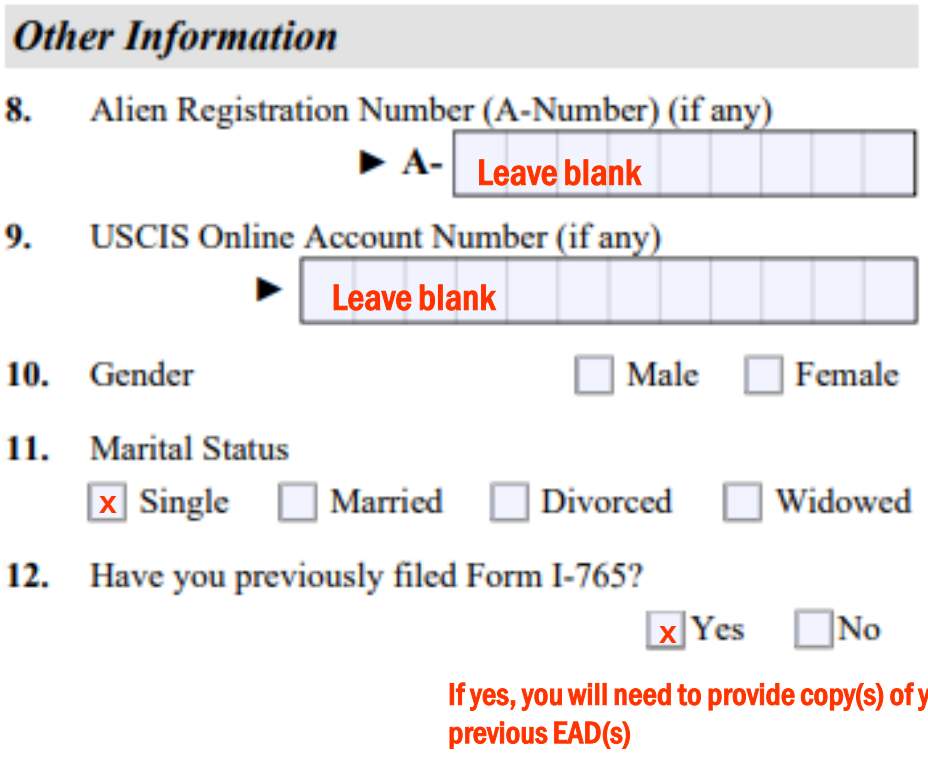
#10-11 The responses to these questions should be straightforward. Please complete them accurately.

#12

Check "No" if you have never applied for an EAD.

Check "Yes" if you have previously applied for an EAD. *You will need to provide copies of your previous EADs.*

Note on 12: This question does not apply to previous on-campus employment or CPT.



Complete the Form I-765

PART 2, pg. 2, continued...

#13.a.-17.b. Social Security Number (SSN)

#13.a. Check "Yes" if you have been issued an SSN and enter your SSN with one letter in each box.

#13.b. Check "No" if you do not yet have an SSN.

#14. Check "Yes" if you want a new or replacement SSN card and complete.

#15-17.b. Check "No" if you do **not** want a new or replacement SS card.

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

If yes, complete 13.b. ☒ Yes ☐ No *If no, skip to 14*

NOTE: If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

13.b. Provide your Social Security number (SSN) (if known).

▶ 1 2 3 4 5 6 7 8 9

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

If yes, complete 15-17.b ☐ Yes ☐ No *If no, skip to 18*

NOTE: If you answered "No" to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. ☒ Yes ☐ No

NOTE: If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name) FAMILY NAME

16.b. Given Name (First Name) First Name

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name) FAMILY NAME

17.b. Given Name (First Name) First Name

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You should receive your Social Security card from SSA about 2 weeks after receiving your approved EAD from USCIS.

Complete the Form I-765

PART 2, pg. 2-3 continued…

The responses to these questions are straightforward. Please complete them accurately.

#18 Countries of Citizenship, pg 2

List all as applicable (*use Part 6 of the I-765 if needed*) or write "N/A" in **18.b.** if you do not have multiple citizenships.

#19-20 Place of Birth, pg 3

List the name of the country as it was named when you were born, even if it's name has changed

Make sure your Date of Birth is in the correct format of MONTH - DAY - YEAR. *(01/31/1998 not 31/01/1998)*

Your Country or Countries of Citizenship or Nationality

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

18.a. Country
Australia

18.b. Country
N/A

Place of Birth

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

19.a. City/Town/Village of Birth
Brisbane

19.b. State/Province of Birth
Queensland

19.c. Country of Birth
Australia

20. Date of Birth (mm/dd/yyyy) 01/31/1998

Complete the Form I-765

PART 2, pg. 3 continued…

Information About Your Last Arrival

#21.a. I-94 Number

Use your current I-94 number. This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card (see example). I-94 numbers issued prior to May 2019 are 11 characters long and contain only numbers. Example: 01234567890. I-94 numbers starting in May 2019 have a format of 9 numbers, followed by a letter, then another number. Example: 012345678A1.

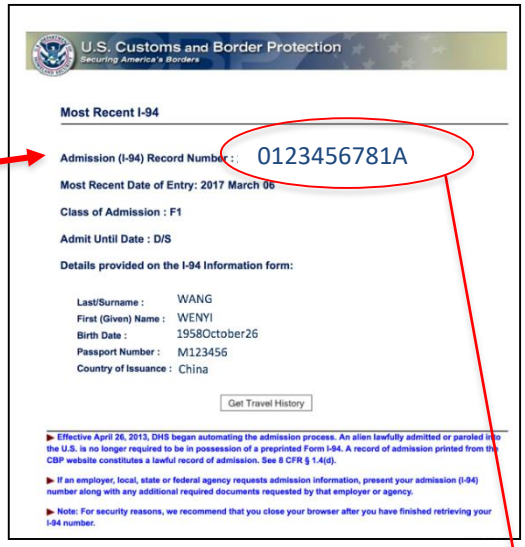
#21.b.-e. Passport Information

Enter the information directly from your passport. This passport should match the country on your I-20.

In cases where you entered the US on a passport that is now expired, **enter the number of your renewed passport**. (You will provide information on the expired passport on pg. 7 of the application.)

#21.c. Travel Document

Write "None" here.


U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number: 0123456781A
Most Recent Date of Entry: 2017 March 06
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : WANG
First (Given) Name : WENYI
Birth Date : 1958October26
Passport Number : M123456
Country of Issuance : China

Get Travel History

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

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

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
▶ 0 1 2 3 4 5 6 7 8 1 A

21.b. Passport Number of Your Most Recently Issued Passport
YG000954R

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

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

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
11/01/2022

Complete the Form I-765

PART 2, pg. 3 continued…

#22 Date of Last Entry into the U.S.

Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

#23 Place of Last Arrival into the U.S.

Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, travel history section of your electronic I-94 record, or paper I-94 card (usually as a code, i.e. "PHX" for Phoenix). If you drove across the border, write the name of the city where entered the U.S.

#24 Immigration Status at Last Entry

Status in which you entered the U.S. If you entered with an I-20 as a student, write "F-1 Student."

#25 Current Immigration Status

Current status should be "F-1 student." If not, talk to a CIPS advisor, and this status should be reflected in your current I-94.

#26 SEVIS ID

Your SEVIS ID appears on the top left side of your I-20 and starts with N00…

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 12/19/2017

23. Place of Your Last Arrival Into the United States
PHX

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

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

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
► N- 0023104289

Complete the Form I-765

PART 2, pg. 3 continued…

#27 Eligibility Category

Use the code ***(c) (3) (B)*** for eligibility category *Post-Completion OPT.*

DO NOT USE a different code!

Even if you have a STEM degree, you are applying NOW for your 12-Month Post-completion OPT, NOT the 24-Month STEM OPT Extension!

Information About Your Eligibility Category

27. Eligibility Category. Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(c) (3) (B)

#28-31.b. Other Eligibility Categories

Write "N/A" in these fields. N/A means not applicable. These questions are NOT applicable to applying for your 12-month Post Completion OPT. #28 is for STEM OPT Extension applicants only. *Remember- you are applying NOW for your 12-Month Post-completion OPT, NOT the STEM OPT Extension. LATER if you apply to extend your OPT through the STEM OPT Extension you will use the (c)(3)(c) code, and answer these questions.*

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

28.a. Degree — N/A

28.b. Employer's Name as Listed in E-Verify — N/A

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number — N/A

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

▶ N/A

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

☐ Yes ☐ No — Leave blank

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

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

▶ N/A

31.b. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

☐ Yes ☐ No — Leave blank

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

Complete the Form I-765

PART 3. Applicant's Statement, pg. 4

#1.a. Select 1.a. to indicate that you have read and understood the questions.

#3-6 Provide your information as requested

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

1.a. [X] I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. [ ] The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in Leave blank, a language in which I am fluent, and I understood everything.

2. [ ] At my request, the preparer named in **Part 5.**, Leave blank, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number: 1234567890

4. Applicant's Mobile Telephone Number (if any): 1234567890

5. Applicant's Email Address (if any): ernieeagle@gmail.com

6. [ ] Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Complete the Form I-765

PART 3, pg. 4 continued…

Applicant's Declaration and Certification

Read the entire declaration carefully.

Applicant's Signature

#7.a.-7.b. Hand sign your name and provide the date of the signature.

Important!

Your signature will be scanned and must fit within the box. It must NOT touch the box outline. Use black ink only. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal. Please see the example.

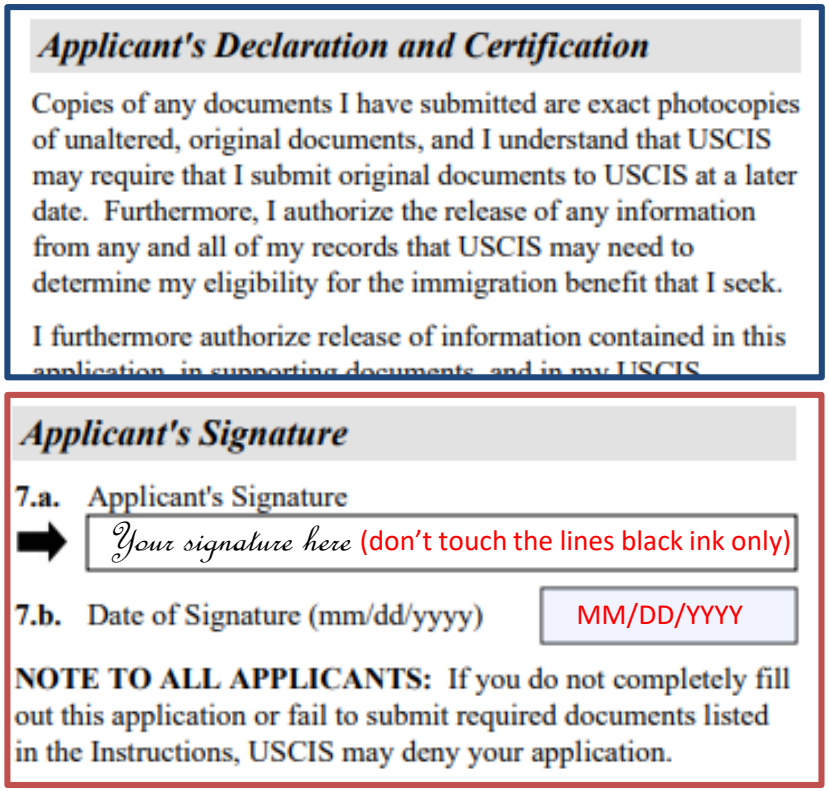
Troubleshooting Signature Line:

In some cases the "Don't forget to sign!" automatic reminder will not disappear when you print the form.

You should remove the auto filled "Don't forget to sign!"

We recommend trying to:

- Open the form in the most recent version of Adobe Reader, or
- Print a blank version of the form's second page from your web browser.



Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS

Applicant's Signature

7.a. Applicant's Signature

Your signature here (don't touch the lines black ink only)

7.b. Date of Signature (mm/dd/yyyy) MM/DD/YYYY

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Complete the Form I-765

PARTS 4 and 5, pgs. 4-6

These sections are not applicable to you, since you've completed the form yourself, so write "N/A." This section is for those who use an interpreter or other paid preparer to complete the form.

Part 4 pg. 4

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name) N/A

1.b. Interpreter's Given Name (First Name) N/A

2. Interpreter's Business or Organization Name (if any) N/A

Part 4 pg. 5

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name N/A

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number N/A

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and N/A, which is the same language specified in **Part 3., Item Number 1.b.**, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Declaration and Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature

7.b. Date of Signature (mm/dd/yyyy) N/A

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

1.a. Preparer's Family Name (Last Name) N/A

1.b. Preparer's Given Name (First Name) N/A

2. Preparer's Business or Organization Name (if any) N/A

Preparer's Mailing Address

3.a. Street Number and Name N/A

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number N/A

5. Preparer's Mobile Telephone Number (if any) N/A

6. Preparer's Email Address (if any) N/A

Part 5 pg. 6

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

7.a. ☐ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. ☐ I am an attorney or accredited representative and my representation of the applicant in this case ☐ extends ☐ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited ay need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Declaration and Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature N/A

8.b. Date of Signature (mm/dd/yyyy) N/A

Complete the Form I-765

Page 7, Part 6 needs to be completed ONLY if you:

- most recently entered the US on a passport that is no longer valid and you now have a renewed passport
- have previously had other SEVIS IDs
- have ever been authorized for CPT or OPT, or STEM OPT Extension

If none of these apply to you, leave Page 7, Part 6 blank, but you must include it in your application. You are done with the I-765.

Complete the Form I-765

How to complete Page 7, Part 6 if you:

- have ever been authorized for CPT, OPT, or STEM OPT

PART 6, Additional Information, pg. 7

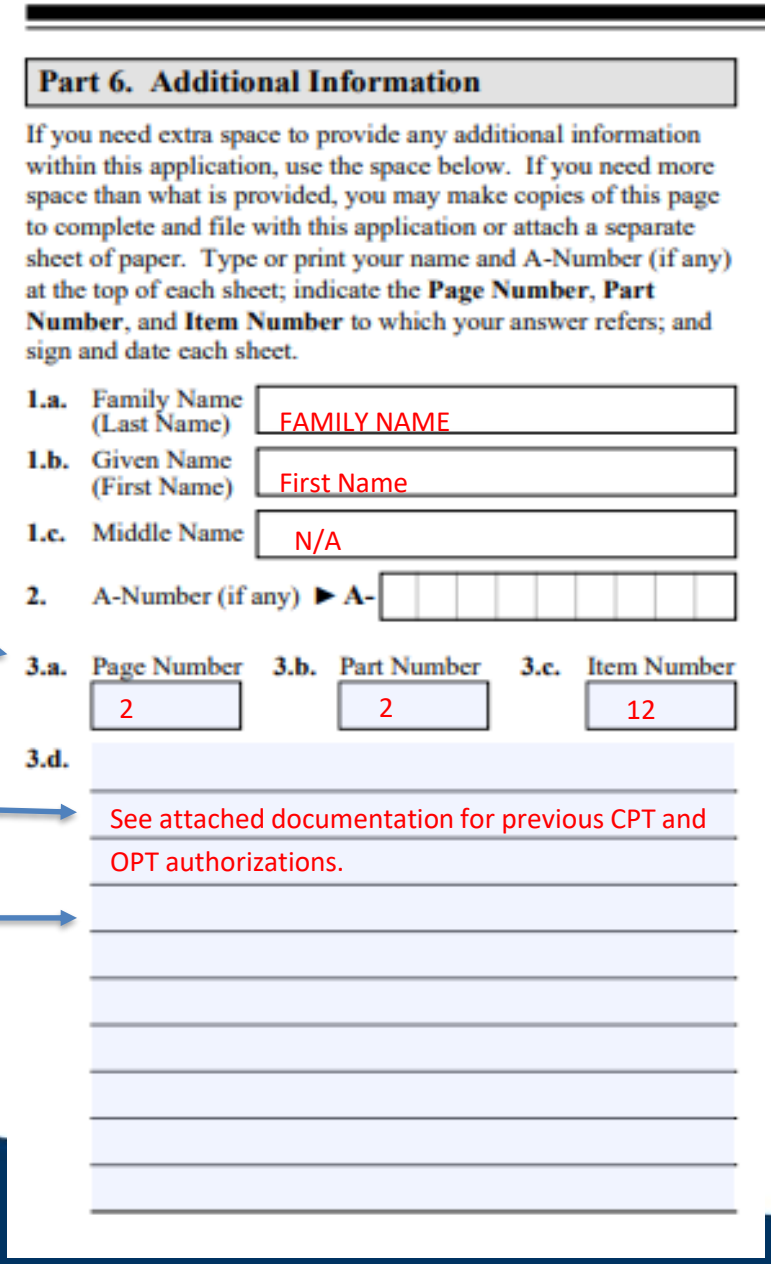
#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a.-3.c. Reference Pg. 2, Part 2, Item 12
(If you already used sections 3.a.-3.d. use the next available section, 4a-d, etc.)

#3.d. If you have had previous CPT and/or OPT, write "*see attached documentation for previous CPT and/or OPT authorizations*" and include copies of all previous CPT and OPT I-20s and EAD cards with your application.

You may need to contact your previous schools if you are missing any of this information.



Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name): FAMILY NAME

1.b. Given Name (First Name): First Name

1.c. Middle Name: N/A

2. A-Number (if any) ► A-

3.a. Page Number	3.b. Part Number	3.c. Item Number
2	2	12

3.d. See attached documentation for previous CPT and OPT authorizations.

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CENTER FOR INTERNATIONAL PROGRAMS & STUDIES

Complete the Form I-765

How to complete Page 7, Part 6 if you:

- most recently entered the US on a passport that is no longer valid and you now have a renewed passport

If this does not apply to you, leave Part 6 blank. You are done with the I-765; skip to the next slide.

PART 6, Additional Information, pg. 7

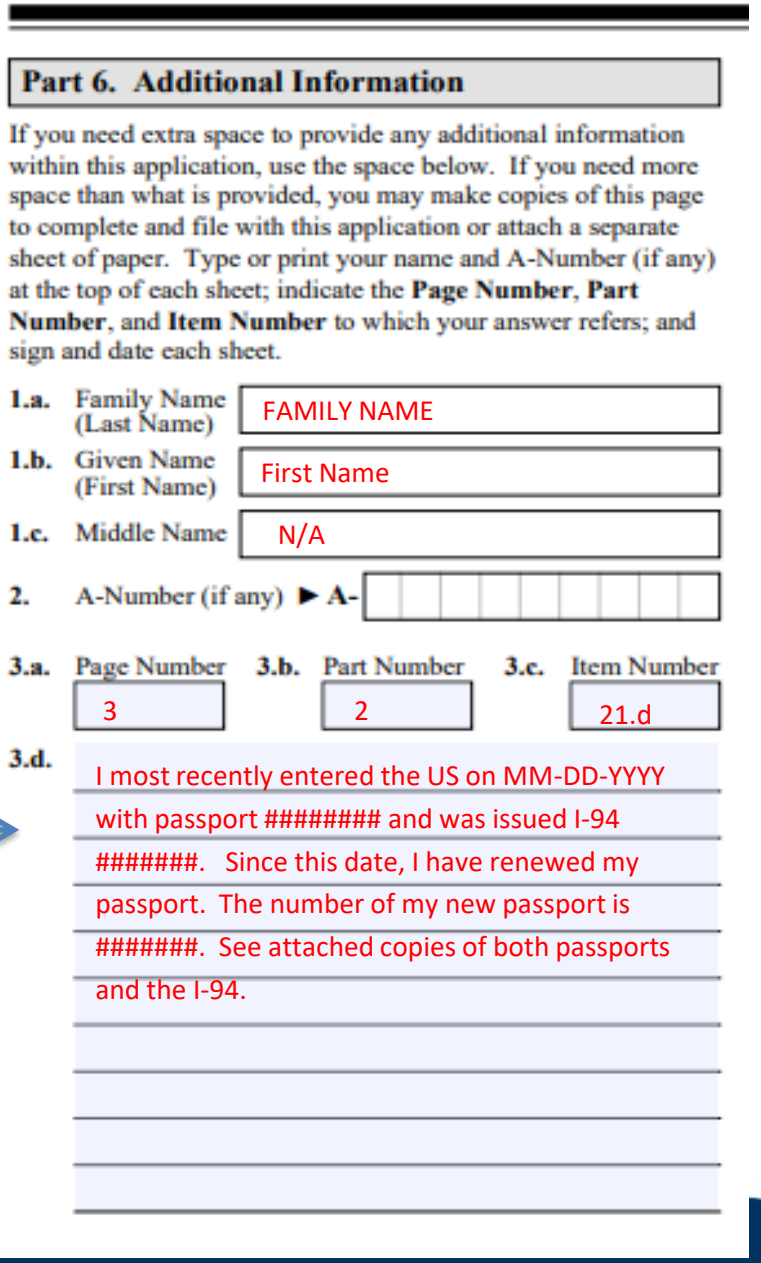
#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a-3.c. Reference Pg. 3, Part 2, Item 21.d.

#3d. Write an explanation that clarifies that you have two passports: one that you used for entry but is no longer valid, and one that is currently valid.

#3.d. Include copies of both passports and your I-94 with your application.



Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name): FAMILY NAME

1.b. Given Name (First Name): First Name

1.c. Middle Name: N/A

2. A-Number (if any) ► A-

3.a. Page Number: 3 3.b. Part Number: 2 3.c. Item Number: 21.d

3.d. I most recently entered the US on MM-DD-YYYY with passport ######## and was issued I-94 #######. Since this date, I have renewed my passport. The number of my new passport is #######. See attached copies of both passports and the I-94.

Complete the Form I-765

How to complete Page 7, Part 6 if you:

- have previously had other SEVIS IDs

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a.-3.c. Reference Pg. 3, Part 2, Item 26
(If you already used sections **3.a.-3.d.** use the next available section, 4a-d, etc.)

#3.d. List all previously used SEVIS numbers, including from all previous F-1 /F-2 or J-1/J-2 programs in the U.S., including high school, short stays, language training schools, community colleges, or previous I-20s at ERAU.

You may need to contact your previous schools if you are missing any of this information.

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a.	Family Name (Last Name)	FAMILY NAME
1.b.	Given Name (First Name)	First Name
1.c.	Middle Name	N/A
2.	A-Number (if any) ► A-	

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	26

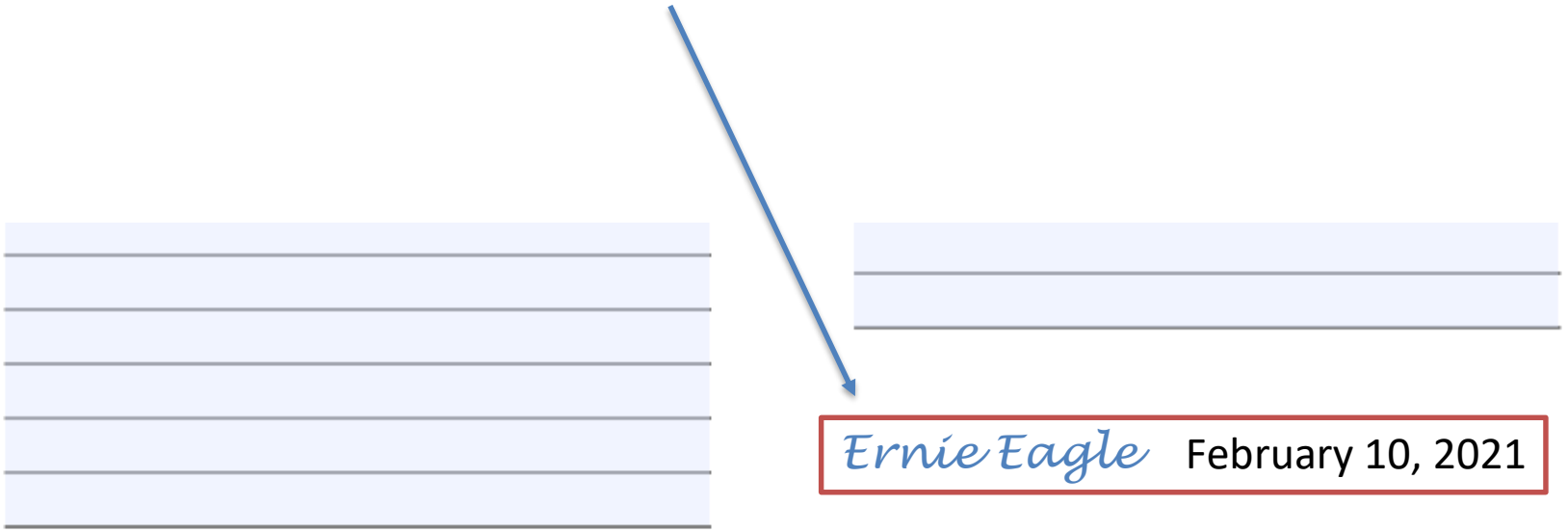
3.d.

Previous F-1 SEVIS IDs: N0048798787,
N0009898989,
Previous J-1 SEVIS ID: N0012345679

(These are examples only- use your own information from your previous I-20s or DS-2019s)

Complete the Form I-765

IF YOU COMPLETED any part of PAGE 7, PART 6,
you must add your signature and the date in the blank space at the bottom of page 7.



Form I-765 05/31/18 Page 7 of 7

Complete the Form I-765

You are done with the I-765!

1. Review all the information on the form for accuracy. You must submit **ALL 7 pages** of the I-765.
2. Make a copy of your completed I-765 application to keep for your records, in case there is a problem with the application.
3. Next, gather the required documentation and copies… see the following slides.

Gather the required documentation

Photocopy of ERAU OPT I-20 (all pages):

- Must be received by USCIS within 30 days of DATE ISSUED on page 1.
- Original must be signed by a CIPS advisor in *before copying*.
- Original must be signed by the student at the bottom of page 1 *before copying*.
- The requested OPT start and end dates will appear on page 2.
- Do not mail the original I-20.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID:

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission
PREFERRED NAME	PASSPORT NAME	F-1
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON	LEGACY NAME	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME Embry-Riddle Aeronautical University - Prescott, AZ Main Campus	SCHOOL ADDRESS 3700 Willow Creek Road, Prescott, AZ 86301
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Director, Center for International Programs and Studies	SCHOOL CODE AND APPROVAL DATE P#021480078000 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 Aeronautics/Aviation/Aerospace Science and Technology, General 49.0101	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 08 DECEMBER 2014
START OF CLASSES 07 JANUARY 2015	PROGRAM START/END DATE 07 JANUARY 2015 - 14 DECEMBER 2019	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	$ 43,960	Personal Funds	$ 0
Living Expenses	$ 9,410	Funds From This School	$
Expenses of Dependents (0)	$	MARA Scholarship Malaysia	$ 54,770
Books,supplies,personal	$ 1,400	On-Campus Employment	$
TOTAL	$ 54,770	TOTAL	$ 54,770

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this Form.

X
SIGNATURE OF: International Programs and Studies

DATE ISSUED: 21 October 2019

PLACE ISSUED: Prescott,AZ

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X
SIGNATURE OF: DATE

NAME OF PARENT OR GUARDIAN	X SIGNATURE	ADDRESS (city/state or province/country)	DATE

ICE Form I-20 (04/30/2021) Page 1 of 3

EMBRY-RIDDLE Aeronautical University
CENTER FOR INTERNATIONAL PROGRAMS & STUDIES

Gather the required documentation

Photocopy of Passport and Visa:

- Photocopy the passport page with the photo and passport expiration date. Use a valid passport even if it is not the passport you used to enter the US most recently. (You will provide information on the expired passport on pg. 7.)

- Photocopy the F-1 visa, if applicable; visa does not need to be valid.

Gather the required documentation

Photocopy of I-94 Information:

The I-94 can be *either*:

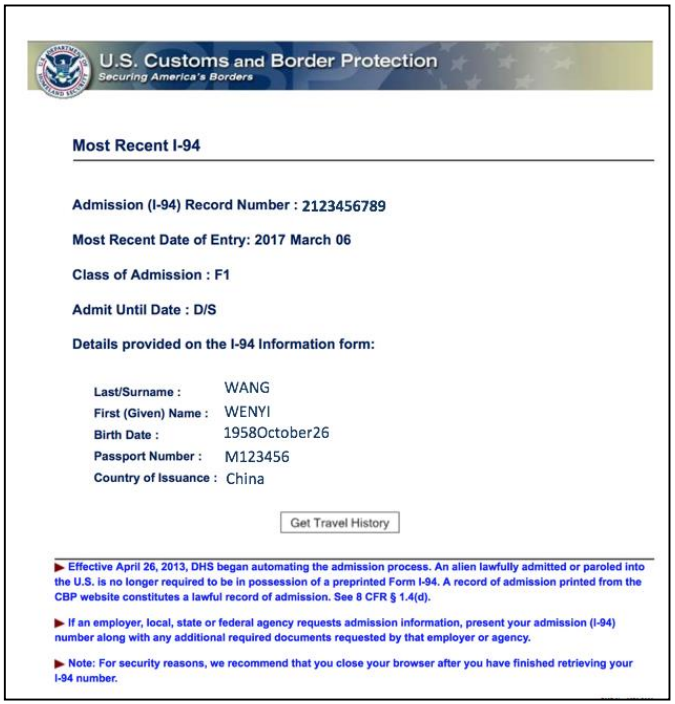
- An electronic I-94 record. Visit: www.cbp.gov/i94 to access and print your record.

OR

- A paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank.

OR

- A copy of an I-797 Change of Status Approval Notice which includes a new I-94.



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 2123456789

Most Recent Date of Entry: 2017 March 06

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname :	WANG
First (Given) Name :	WENYI
Birth Date :	1958October26
Passport Number :	M123456
Country of Issuance :	China

Get Travel History

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

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

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Electronic I-94 Record

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

Departure Record

123456789 01

ADMITTED
SEP 13 2006
Class J1 D/S
Until

18. Family Name

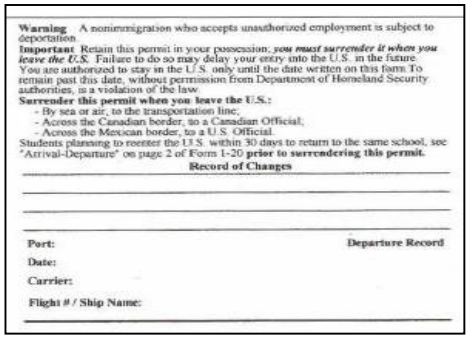
19. First (Given) Name

20. Birth Date (DD/MM/YY)

21. Country of Citizenship

CBP Form I-94

Paper I-94 (front)



Warning A nonimmigration who accepts unauthorized employment is subject to deportation.
Important Retain this permit in your possession; ***you must surrender it when you leave the U.S.*** Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.
Surrender this permit when you leave the U.S.:
- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form 1-20 **prior to surrendering this permit.**

Record of Changes

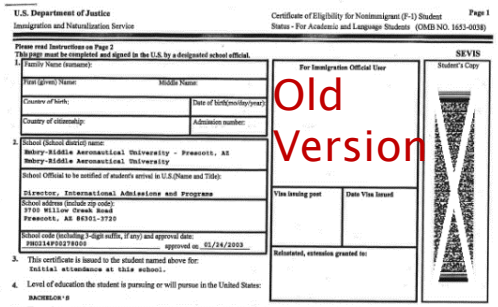
Port: **Departure Record**
Date:
Carrier:
Flight # / Ship Name:

Paper I-94 (back)

Gather the required documentation

Photocopy of <u>all</u> previous OPT and CPT I-20s:

- Include copies of all previous CPT and OPT I-20s at ERAU and previous schools.
- Old and new versions of the I-20 are acceptable.
- Copy **all 3 pages**.
- Keep the originals for your records.
- Copies of original I-20s are best, but you may need to request copies of any lost CPT/OPT I-20s.
  - ERAU I-20s : request these from CIPS when you turn in your OPT Request Form.
  - Previous School I-20s: contact them directly
- If you have never used CPT or OPT in the past, you do not need to include previous I-20s.



EMBRY-RIDDLE Aeronautical University
CENTER FOR INTERNATIONAL PROGRAMS & STUDIES

Gather the required documentation

Photocopy of Previous EAD(s), if applicable:

- If an EAD was received in the past, include a copy of the front and back of the card.
- Can be from OPT approved at a prior institution or different education level.
- Include previous OPT I-20s and I-797 notice of approval as well if available.

SPECIAL CASES

TRANSFER & READMITTED STUDENTS

If you are a student who has not been continuously enrolled at ERAU, and you transferred your I-20 to ERAU within the last 2 semesters do the following:

- Check your current ERAU I-20 Program Start Date and Program End Date
- If your I-20 shows *less than one academic year of enrollment* (2 semesters) then you must also include **copies of I-20s from your previous transfer schools to prove that you have been in continuous F-1 status for 1 academic year.**
- I-20 s should show the same SEVIS ID Number
- You can also request a letter from your CIPS Advisor for your OPT application

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID:

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission
PREFERRED NAME	PASSPORT NAME	F-1
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON	LEGACY NAME	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME Embry-Riddle Aeronautical University - Prescott, AZ Main Campus	SCHOOL ADDRESS 3700 Willow Creek Road, Prescott, AZ 86301
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Director, Center for International Programs and Studies	SCHOOL CODE AND APPROVAL DATE PHO214F00278000 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 Aeronautics/Aviation/Aerospace Science and Technology, General 49.0101	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 4 DECEMBER 2014
START OF CLASSES 07 JANUARY 2015	PROGRAM START/END DATE 07 JANUARY 2015 - 14 DECEMBER 2019	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	$ 43,960	Personal Funds	$ 0
Living Expenses	$ 9,410	Funds From This School	$
Expenses of Dependents (0)	$	MARA Scholarship Malaysia	$ 54,770
Books,supplies,personal	$ 1,400	On-Campus Employment	$
TOTAL	$ 54,770	TOTAL	$ 54,770

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X
SIGNATURE OF:
International Programs and Studies

DATE ISSUED
21 October 2019

PLACE ISSUED
Prescott,AZ

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g)-(i) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X
SIGNATURE OF:

DATE

NAME OF PARENT OR GUARDIAN	X SIGNATURE	ADDRESS (city/state or province/country)	DATE

ICE Form I-20 (04/30/2021)

Page 1 of 3

SPECIAL CASES

CHANGE OF STATUS STUDENTS

If you are a student who changed your visa status inside the US within the last 2 semesters:

- Check your current ERAU I-20 Program Start Date and Program End Date
- If your I-20 shows *less than one academic year of enrollment* (2 semesters) then you must also include 1) **a copy of your Change of Status Approval Notice AND 2) official ERAU transcript showing your continuous enrollment for at least 1 academic year.**
- You can also request a letter from your CIPS Advisor for your OPT application

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID:

SURNAME/PRIMARY NAME	GIVEN NAME	CLASS
PREFERRED NAME	PASSPORT NAME	F-1
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	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME	SCHOOL ADDRESS
Embry-Riddle Aeronautical University - Prescott, AZ Embry-Riddle Aeronautical University	3700 Willow Creek Road, Prescott, AZ 86301
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL	**SCHOOL CODE AND APPROVAL DATE**
Associate Director, Center for Int'l Programs & Services	PHO214F00278000 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL	MAJOR 1	MAJOR 2
BACHELOR'S	Aeronautics/Aviation/Aerospace Science and Technology, General 49.0101	None 00.0000
NORMAL PROGRAM LENGTH	**PROGRAM ENGLISH PROFICIENCY**	**ENGLISH PROFICIENCY NOTES**
48 Months		Student is proficient
PROGRAM START DATE	**PROGRAM END DATE**	
07 JANUARY 2015	06 JANUARY 2019	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	$ 43,960	Personal Funds	$ 0
Living Expenses	$ 9,410	Funds From This School	$
Expenses of Dependents (0)	$		$ 54,770
Books, supplies, personal	$ 1,400	On-Campus Employment	$
TOTAL	$ 54,770	TOTAL	$ 54,770

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X SIGNATURE OF:	Associate Director, Center for Int'l Programs & Services	DATE ISSUED 19 November 2015	PLACE ISSUED Prescott, AZ

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X SIGNATURE OF:		DATE
NAME OF PARENT OR GUARDIAN	X SIGNATURE	ADDRESS (city/state or province/country) DATE

ICE Form I-20 (3/31/2018) Page 1 of 3

EMBRY-RIDDLE Aeronautical University
CENTER FOR INTERNATIONAL PROGRAMS & STUDIES

The Application Deadline

- USCIS must **receive** your complete OPT application no later than **30 days after the OPT I-20** ISSUE DATE on page 1.
  - The issue date is located next to the advisor's signature on page 1 of the OPT I-20. Please account for mailing time.
- Additionally, USCIS must receive your application before the end of your 60 day grace period.
- Track the status of your mailed application to be certain it was delivered on time.

Your application must be submitted to USCIS from within the U.S. If you exit the U.S. after your program completion date without applying for OPT, you cannot return and will lose your option for OPT.

We recommend that you apply early.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID:

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission
PREFERRED NAME	PASSPORT NAME	F-1
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON	LEGACY NAME	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME Embry-Riddle Aeronautical University - Prescott, AZ Main Campus	SCHOOL ADDRESS 3700 Willow Creek Road, Prescott, AZ 86301
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Director, Center for International Programs and Studies	SCHOOL CODE AND APPROVAL DATE PHO214F00278000 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 Aeronautics/Aviation/Aerospace Science and Technology, General 49.0101	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 08 DECEMBER 2014
START OF CLASSES 07 JANUARY 2015	PROGRAM START/END DATE 07 JANUARY 2015 - 14 DECEMBER 2019	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	$ 43,960	Personal Funds	$ 0
Living Expenses	$ 9,410	Funds From This School	$
Expenses of Dependents (0)	$	MARA Scholarship Malaysia	$ 54,770
Books, supplies, personal	$ 1,400	On-Campus Employment	$
TOTAL	$ 54,770	TOTAL	$ 54,770

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X
SIGNATURE OF: International Programs and Studies

DATE ISSUED: 21 October 2019

PLACE ISSUED: Prescott, AZ

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g)(4) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X
SIGNATURE OF: DATE

X

NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

ICE Form I-20 (04/30/2021) Page 1 of 3

EMBRY-RIDDLE Aeronautical University
CENTER FOR INTERNATIONAL PROGRAMS & STUDIES

TOP 3 MOST COMMON OPT DENIAL REASONS

1. **Payment problems:**
   - Check or Credit Card payment: Money is not in account at time of processing
   - incorrect fee amount
   - Check, money order, or credit card form not completed properly
   - Wrong dates on check, money order (U.S Date style = MONTH/DAY/YEAR = MM/DD/YYYY)
2. **Copy of OPT I-20 (pages 1-3) is TOO OLD**
   - **New applications**: USCIS must receive your complete OPT application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20.
   - **Resubmission after OPT Rejection or Denial-** If your OPT is REJECTED OR DENIED you must NOTIFY CIPS that your OPT has been rejected or denied. You will need to request a NEW OPT I-20 recommendation FROM CIPS **before** you resubmit your OPT application. Again- USCIS must receive your new, complete OPT re-application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20.
3. **I-765 problems:**
   - Incomplete or incorrect form fields
   - Not signed

Applications may be rejected or denied for other reasons. These are the most common reasons as observed by CIPS Advisors.

If your application is rejected or denied you might still be able to re-apply to USCIS before the end of your 60-day grace period.

If you receive a Rejection or Denial (or Request for Evidence) notify CIPS *immediately*, and ask for advice before your response.

Mailing the OPT Application

USCIS Mailing Addresses

*for people who live in Arizona**

FedEx, UPS, & Other Express Carrier Mail, requesting signature from the addressee:

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

CIPS recommends USPS next day air, and FedEx as a reliable option.
If using FedEx or UPS, use the above address. Be sure your mailing option includes tracking and guaranteed delivery.

U.S. Postal Service Mail

USCIS
PO Box 805373
Chicago, IL 60680

If using USPS, choose Express or Priority Mail option and use the above address. Be sure your mailing option includes tracking and guaranteed delivery.

Step 3:
Receive the Employment Authorization Document (EAD)

I-797C Notice of Action

You should receive the notice by mail within 2-4 weeks after mailing the OPT application to USCIS.

- **The I-797C is very important.**
  If you lose the receipt, it may be very difficult to replace it.
- **The I-797C is necessary if you want to:**
  1. inquire about the status of your OPT application.
  2. travel outside the U.S. while your OPT is pending.

Receipt Number

The case number for the OPT application at USCIS. Check the status of the case on the USCIS web site at https://www.uscis.gov

Received Date

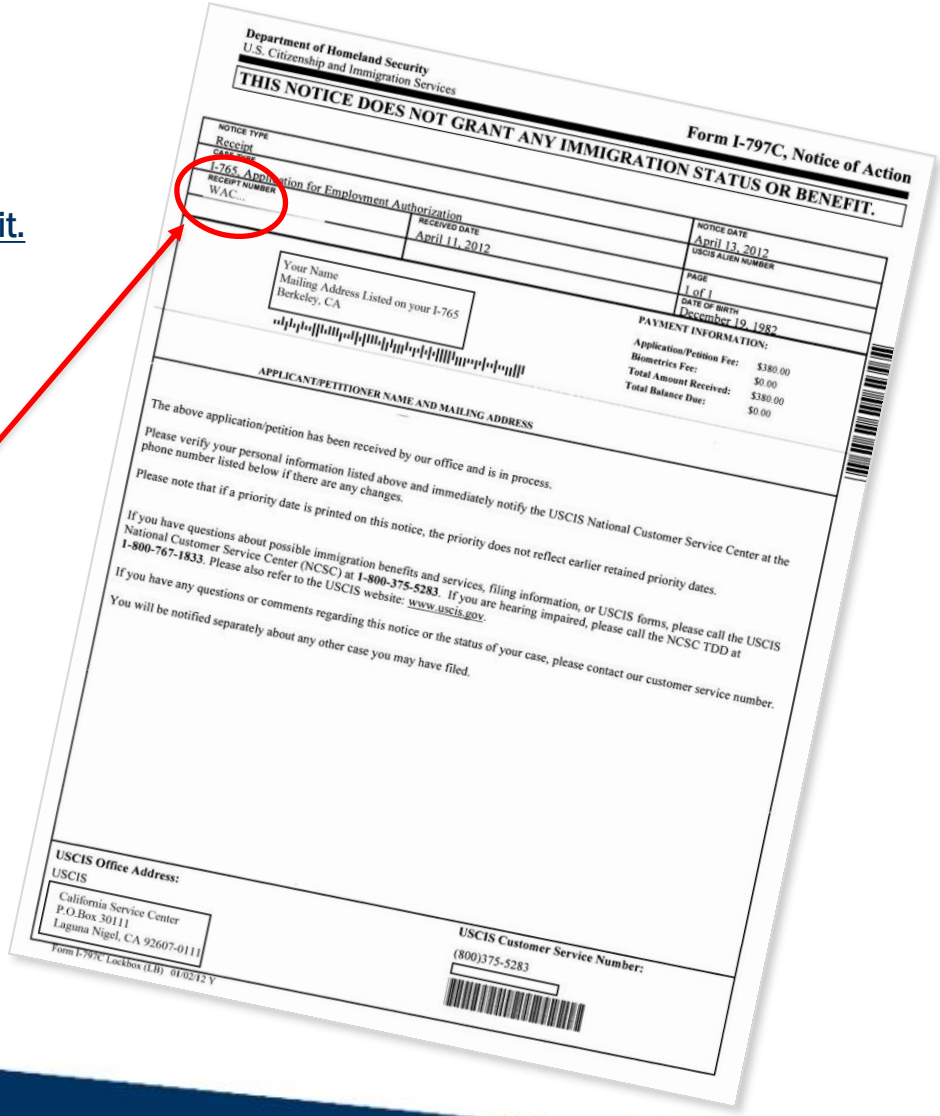
Date when USCIS begins processing the application. (It may not be the actual the application was received, but it is when the case was entered into the system.)

Address Information

Verify your name, date of birth, and address on the I-765 receipt notice.
If incorrect, contact CIPS immediately.

Contacting USCIS

If you have any problems or questions with the OPT application, contact a CIPS advisor before calling the USCIS Customer Service.



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

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

Form I-797C, Notice of Action

NOTICE TYPE: Receipt
CASE TYPE: I-765, Application for Employment Authorization
RECEIPT NUMBER: WAC...
RECEIVED DATE: April 11, 2012
NOTICE DATE: April 13, 2012
USCIS ALIEN NUMBER:
PAGE: 1 of 1
DATE OF BIRTH: December 19, 1982

Your Name
Mailing Address Listed on your I-765
Berkeley, CA

PAYMENT INFORMATION:
Application/Petition Fee: $380.00
Biometrics Fee: $0.00
Total Amount Received: $380.00
Total Balance Due: $0.00

APPLICANT/PETITIONER NAME AND MAILING ADDRESS

The above application/petition has been received by our office and is in process.

Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.

Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at **1-800-375-5283**. If you are hearing impaired, please call the NCSC TDD at **1-800-767-1833**. Please also refer to the USCIS website: www.uscis.gov.

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number.

You will be notified separately about any other case you may have filed.

USCIS Office Address:
USCIS
California Service Center
P.O.Box 30111
Laguna Nigel, CA 92607-0111

USCIS Customer Service Number:
(800)375-5283

Form I-797C Lockbox (LB) 01/02/12 Y

USCIS Issues & Tracking Your Case

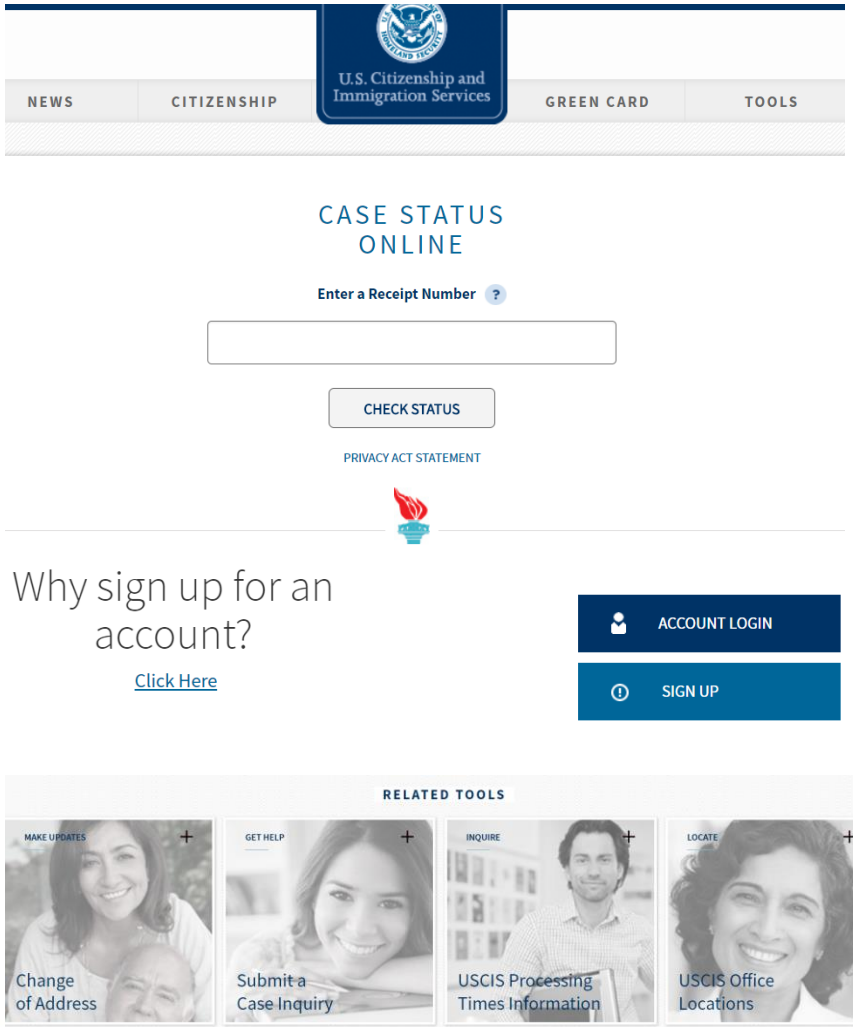
Sign up for an account at https://www.uscis.gov. This will allow you to receive automatic updates and monitor your case. Click "Check Your Case Status" and then select "Sign Up."

General Case Tracking:

If you don't sign up for an account, you can still track your case using the "Check Your Case Status" Tool.

Address Changes:

If your address changes, you can update it online through the "Change of Address" tool. Keep in mind that address changes can take 10 business days to process, and could jeopardize your OPT EAD delivery. We recommend keeping the same address for your entire OPT processing, if possible.



USCIS Issues: Case Inquiries & Expedites

Case Inquiries & Processing times:

You can submit inquiries and requests about your case using the Case Inquiry tool for these issues:

- If you don't receive your receipt notice, EAD or other notifications
- If your case is pending longer than the **normal** processing time. See current USCIS processing times for Form"I-765" for "Potomac Service Center" here: https://egov.uscis.gov/processing-time/
- If there is an error on your receipt notice or EAD card

Expedites:

USCIS almost always denies F-1 student expedite requests for OPT. You can find expedite criteria here: https://www.uscis.gov/forms/how-make-expedite-request USCIS may consider expediting if the request meets one or more of the following criteria:

- Severe financial loss to a company or person, if expedite is not due to applicant's failure: (1) to file the benefit request in a reasonable time frame; or (2) to respond to any RFE in a timely manner;
- Urgent humanitarian reasons;
- Compelling U.S. Government interests (such as urgent cases for the Department of Defense or DHS, or other public safety or national security interests); or
- Clear USCIS error.

NOTE: 1) Severe financial loss to a company means the **company would be at risk of failing.** 2) The need to obtain employment authorization, standing alone, **without evidence of other compelling factors**, does not warrant expedited treatment

Application Problems: RFE and Rejection/Denial

RFE

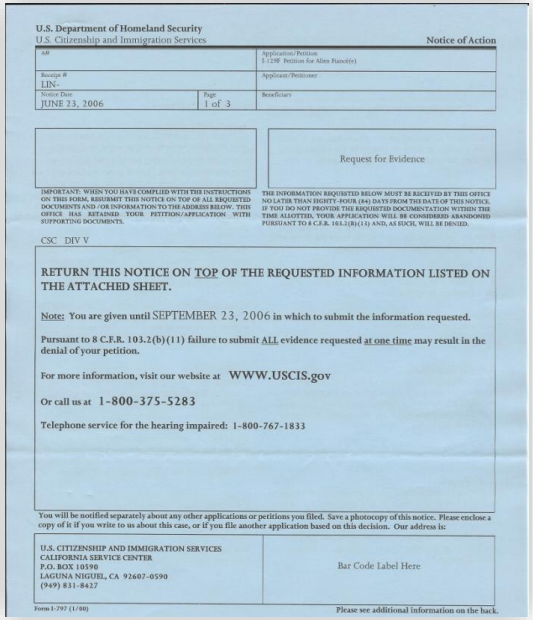
If there is a problem with your application, the USCIS may send you a notice by mail called a "**Request for Evidence (RFE)**." An RFE does not mean that your application has been rejected. It simply means that you need to send in additional documents before your EAD can be issued.

- Getting an RFE will delay the processing of your application.

Rejection/Denial

In some cases, the USCIS will return the entire application to you. If this happens, you must make corrections and send a new application before the end date of your 60-day grace period.

NOTIFY CIPS that your OPT has been rejected or denied! You MUST request a NEW OPT I-20 recommendation from CIPS **before** you resubmit your OPT application. USCIS must receive your new, complete OPT re-application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20.



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

Notice of Action

A#	Application/Petition: I-129F Petition for Alien Fiancé(e)
Receipt # LIN-	Applicant/Petitioner
Notice Date: JUNE 23, 2006	Page: 1 of 3
	Beneficiary

Request for Evidence

IMPORTANT: WHEN YOU HAVE COMPLIED WITH THIS INSTRUCTIONS ON THIS FORM, RESUBMIT THIS NOTICE ON TOP OF ALL REQUESTED DOCUMENTS AND /OR INFORMATION TO THE ADDRESS BELOW. THIS OFFICE HAS RETAINED YOUR PETITION/APPLICATION WITH SUPPORTING DOCUMENTS.

THE INFORMATION REQUESTED BELOW MUST BE RECEIVED BY THIS OFFICE NO LATER THAN EIGHTY-FOUR (84) DAYS FROM THE DATE OF THIS NOTICE. IF YOU DO NOT PROVIDE THE REQUESTED DOCUMENTATION WITHIN THE TIME ALLOTTED, YOUR APPLICATION WILL BE CONSIDERED ABANDONED PURSUANT TO 8 C.F.R. 103.2(B)(13) AND, AS SUCH, WILL BE DENIED.

CSC DIV V

RETURN THIS NOTICE ON TOP OF THE REQUESTED INFORMATION LISTED ON THE ATTACHED SHEET.

Note: You are given until SEPTEMBER 23, 2006 in which to submit the information requested.

Pursuant to 8 C.F.R. 103.2(b)(11) failure to submit ALL evidence requested at one time may result in the denial of your petition.

For more information, visit our website at WWW.USCIS.gov

Or call us at 1-800-375-5283

Telephone service for the hearing impaired: 1-800-767-1833

You will be notified separately about any other applications or petitions you filed. Save a photocopy of this notice. Please enclose a copy of it if you write to us about this case, or if you file another application based on this decision. Our address is:

U.S. CITIZENSHIP AND IMMIGRATION SERVICES
CALIFORNIA SERVICE CENTER
P.O. BOX 10590
LAGUNA NIGUEL, CA 92607-0590
(949) 831-8427

Bar Code Label Here

Form I-797 (1/00)

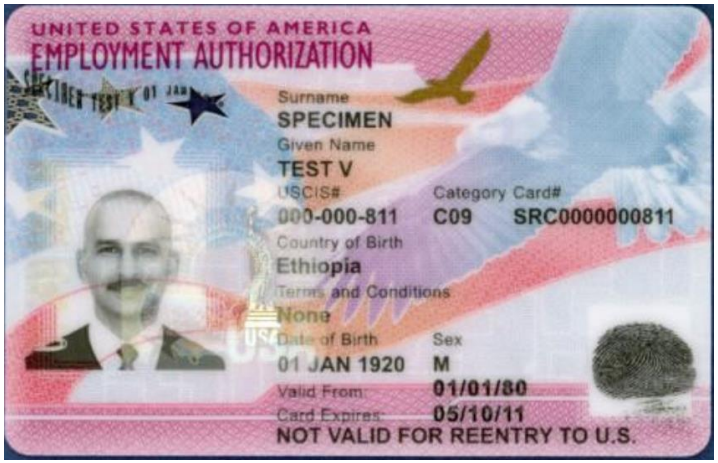
Please see additional information on the back.

Contact CIPS IMMEDIATELY if you receive an RFE, rejection, or denial.

To avoid delays, review your application materials for completeness and sign all the forms before mailing them to the USCIS.

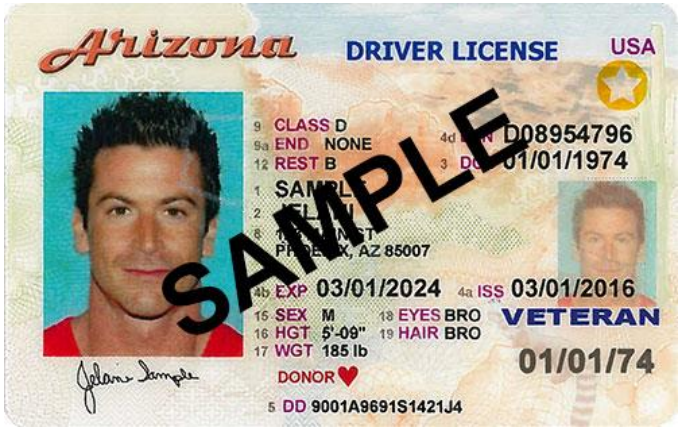
The Employment Authorization Document (EAD)

- Review your EAD card to make sure the information is accurate. If it is not, contact a CIPS advisor.
- Present your EAD to employers as proof of your legal work authorization in the US.
- The EAD is a required document for entry to the U.S. during OPT.



Driver License Applications & Renewal

- If your Arizona Driver License has expired, you can only renew the license *after* your OPT EAD has been approved.
- This is because your I-20 has expired, and without proof of the OPT approval (and continuing F-1 status) you won't qualify to renew the license.
- If you live in a state other than Arizona, check with the local DMV regarding requirements for renewal



Avoiding Immigration Scams

- It is very rare for USCIS or SEVP to contact you via phone regarding your application or your SEVIS record. Most notices from SEVP Portal are sent by email, and most notices from USCIS are sent via mail. They will generally never ask you for money.
- See USCIS's website on how to avoid immigration scams, report fraud, and find authorized legal services.
- You can report immigration scams by contacting the FTC. Please visit the USCIS Avoid Scams Initiative website to learn more about avoiding immigration scams and reporting fraud.

Your Responsibilities during OPT

1. Reporting Requirements
2. Employment Requirements
3. Travel Documents for Re-entry
4. Applying for an F-1 Visa on OPT

1. Reporting Requirements:—Terradotta Form **MANDATORY**

- ALL STUDENTS ON OPT/STEM ARE REQUIRED TO COMPLETE THE OPT EMPLOYMENT UPDATE IN TERRADOTTA TO SUBMIT OPT UPDATES.
- Address
- Employer Changes

SEVP Portal—OPTIONAL

- The Student Exchange Visitor Program (SEVP) has its own "SEVP Portal" for students on OPT/STEM. On Day 1 of your Approved OPT, you will receive an email from SEVP with instructions on how to create an account. This email will come from do-not-reply.sevp@ice.dhs.gov.
- Be aware of scams—SEVP will NEVER ask you for a payment to register to register for the optional SEVP Portal.
- Registration for SEVP Portal is OPTIONAL. CIPS WILL NOT USE the SEVP Portal for OPT reporting purposes. We recommend that you use the SEVP Portal as *view only and continue to use Terradotta to submit updates.*

2. Employment Requirements

- You must work a minimum of **20 hours per week** in a position related to your field of study.
- You cannot exceed more than **90 days of unemployment** while on OPT. Days of unemployment prior to your EAD start date do not count towards the 90 days. It is your responsibility to keep records of your employment and any periods of unemployment.
- It is possible to work as a volunteer in a position related to your field of study for at least 20 hours in order to maintain your OPT
- Cannabis Industry - be aware that use and sale of cannabis is illegal at the *federal level,* although it may be legal in some U.S. states. To avoid possible deportation or inadmissibility form the U.S., students should avoid positions related to federally illegal substances.

3. Travel Documents for Re-entry

Documents	Before Completing Program & Before EAD issuance	After Completing Program & Before EAD issuance	After Completing Program & After EAD issuance
Valid passport	✓	✓	✓
Valid F-1 visa stamp (if applicable)	✓	✓	✓
OPT I-20 with a valid travel endorsement signed within 6 months by a CIPS Advisor (page 2)	✓	✓	✓
Evidence of continued enrollment	✓		
Evidence of financial support	Strongly recommended	Strongly recommended	Strongly recommended
OPT receipt: I-797 Notice of Action		✓	
Job offer letter from employer		Strongly recommended	✓
EAD (Employment Authorization Document)			✓

Your admission to the U.S. is always at the discretion of the Customs and Border Protection Officers. To avoid problems, you must have the required documents outlined above.

Important Information on Travel

- Avoid long absences from the U.S. during the OPT period. Time spent outside of the U.S. while unemployed by a U.S. employer counts toward your 90 days of unemployment.
- Attempting to re-enter the U.S. close to the expiration date of your OPT can be risky.
- You must not enter the U.S. in a status other than F-1. This may result in the loss of your OPT eligibility.

Travel after Program Completion, But Before OPT Card is received

- There is a higher risk associated with travel and return while your OPT is pending after the program completion date. If there are any problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay processing of your EAD.
- If your OPT application is denied while outside the U.S., you will not be able to re-enter the U.S. in F-1 status and will not be able to reapply.

4. Applying for an F-1 Visa on OPT

If you are traveling abroad and your F-1 visa has expired, you must obtain a new F-1 visa before returning to the U.S. When going to your visa interview, bring the documents below:

1. Valid passport
2. Valid I-20 with travel endorsement from a CIPS advisor within the past 6 months
3. Unexpired EAD Card
4. Job offer letter or proof of current employment directly related to your field of study
5. Evidence of sufficient funds (e.g. a bank statement, a letter from a sponsor or a job offer letter)

Check the U.S. Department of State web site for more information about getting a visa and specific requirements at the local embassy or consulate at www.travel.state.gov

5. Completing OPT & Grace Period

- You have a 60 day grace period following the end of the OPT EAD.
- Failure to exit, continue your F-1 status, or timely file an Extension or USCIS Change of Status will result in accrual of days of unlawful presence.
- If you intend to apply for an OPT STEM Extension, you must do so before the expiration of your 12 month OPT.
- The only additional extension of OPT available is the OPT Cap Gap Extension, for students who have an accepted cap-subject H1-B application.
- If you receive an Extension of your OPT, the grace period will begin after the end of the Extension period.

If you do not extend your OPT, and your EAD expires, you have the following options before the end of the 60 days grace period:

1. Exit the US within 60 days
2. Continue your F-1 Status & Studies: Transfer your I-20 to continue studies at another school OR request a Change of Educational Level to begin new studies at ERAU
3. Work with immigration legal counsel regarding a Change of Status application to a new visa category. *You will need to check with your legal counsel regarding your allowed period of stay or required exit date if you have a pending change of status when your grace period ends.*

More Information

Consult the ERAU –CIPS Office for detailed information related to:

Frequently Asked Questions (FAQs)

Address and Employer Reporting System

Types of Qualifying Employment

90-Day Unemployment Rule

Beginning a New Program of Study

Taking Classes While on OPT

Traveling Outside the U.S.

Early Completion of OPT

OPT STEM Extension

Cap-Gap Extension

Final check of your OPT application

Please review all your documents in detail before mailing them to USCIS by following these checklists below:

1. I-765 application checklist cover letter
2. Completed I-765 application
3. 2 Passport photos
4. Check or money order for $410
5. OPT I-20
6. Copy of I-94
7. Copy of passport bio page
8. Copy of F-1 visa page
9. Copies of all previously issued I-20s

OPT Application Checklist

Create a **cover letter** checklist for your application that states – The attached I-765 application includes:

1. Completed I-765 application
2. 2 Passport photos
3. Check or money order for $410 (Fee changing to $550 on Oct 2, 2020)
4. OPT I-20
5. Copy of I-94
6. Copy of passport bio page
7. Copy of F-1 visa page
8. Copies of all previously issued I-20s

I-765 Application Checklist

Name:

The attached I-765 application Includes:

- ☐ Completed I-765 application
- ☐ 2 passport photos
- ☐ Check or money order for $410
- ☐ OPT I-20
- ☐ Copy of I-94
- ☐ Copy of passport bio page
- ☐ Copy of F-1 visa page
- ☐ Copies of all previously issued I-20s

Still have questions?

Call or email for an appointment with a CIPS advisor - Building 51.

Office Hours:

Monday – Friday

08:00 AM – 05:00 PM

928-777-3773 -- printstu@erau.edu