



# **Optional Practical Training (OPT) Extension Packet**

*Updated October 2011*

This packet is only for F-1 students who are currently engaged in active OPT. If you wish to apply for the initial 12-month period of OPT, you need to find the OPT application packet:

<http://international.uiowa.edu/oiss/documents/Employment-OPT-Application.pdf>

**Stay aware of the OPT rules and requirements while you are on OPT;  
check this packet often for updates.**

**In this packet you will find sections on the following:**

- **What Do I Need to Know Before I Apply for the OPT Extension?**
- **What is E-Verify?**
- **How do I apply for OPT Extension?**
- **Mailing Your Application to USCIS**
- **What Happens After I Mail My Extension Application?**
- **Travel and OPT Extension**
- **Reporting Information to OISS While on Extended OPT**
- **Unemployment and OPT**
- **Information for Students Planning to Apply for H-1B While on OPT**
- **E-Verify Information for Employers**
- **I-765 Form**
- **Student Request Form**

## What Do I Need to Know Before I Apply for the OPT Extension?

### Who is Eligible for an OPT Extension?

The extension is available only to F-1 students currently authorized for and actively participating in an initial period of 12-month OPT who meet very specific criteria:

1. Student must be participating in OPT based on a Bachelors, Masters, or Doctorate earned (i.e. must have graduated) in one of the following STEM (Science, Technology, Engineering, or Math) areas. Only the most recent degree earned, for which the initial OPT was issued, is eligible for consideration. Prior degrees cannot be considered. Please note your degree must match the specific CIP Code listed below. If your CIP Code does not match OR if the CIP Code ends in the two digits “99” then you are not eligible for an OPT extension. This STEM Designated Degree Program List is issued and updated by the federal Department of Homeland Security; there is no flexibility to grant an OPT extension for a major that does not meet the CIP Code guidelines. OISS will make the final determination of your CIP Code match when you apply for the extension.

Degree Program	NCES CIP 2010 Code(s)
Animal Sciences	01.09xx
Animation, Interactive Technology, Video Graphics and Special Effects.	10.0304
Biological and Biomedical Sciences	26.xxxx
Biological and Physical Sciences	30.0101
Biopsychology	30.1001
Cognitive Science	30.2501
Computer Science	11.xxxx (except 11.06xx)
Digital Communication and Media/Multimedia	09.0702
Educational Statistics and Research Methods.	13.0603
Engineering	14.xxxx
Engineering Technologies and Engineering-Related Fields	15.xxx
Environmental Science	03.0104
Food Science and Technology	01.10xx
Forensic Science and Technology	43.0106
Forest Sciences and Biology	03.0502
Geographic Information Science and Cartography	45.0702
Management Sciences and Quantitative Methods	52.13xx
Marine Sciences	30.3201
Mathematics and Computer Science	30.0801
Mathematics and Statistics	27.xxxx
Medical Informatics	51.2706
Medical Scientist	51.1401
Medicinal and Pharmaceutical Chemistry	51.2004
Military Technologies and Applied Sciences	29.xxxx
Natural Products Chemistry and Pharmacognosy	51.2005
Natural Sciences	30.1801
Neuroscience	26.1501
Nutrition Sciences	30.1901

Pharmaceutics and Drug Design	51.2003
Physical Sciences	40.xxxx
Plant Sciences	01.11xx
Research and Experimental Psychology	42.27xx
Science Technologies/Technicians	41.xxxx
Soil Sciences	01.12xx
Systems Science and Theory	30.0601
Wood Science and Wood Products/Pulp and Paper Technology	03.0509

2. Student must be employed with an employer who is enrolled in the E-Verify program.
3. Student has never received a 17-month OPT extension.
4. Student has accrued fewer than 90 days of unemployment during current period of OPT

### **When Should I Apply for the OPT Extension?**

Apply for your OPT extension 90 days before your current OPT ends. Your complete OPT extension application must be received by USCIS before the expiration of your initial 12 months of OPT.

You will be eligible for one 17-month extension. The 17 months are automatic; OISS has no way to shorten or lengthen the amount. Nor can you “save” any to use for future OPT’s.

## **What is E-Verify?**

### **What is E-Verify?**

E-Verify is a free and simple to use Web-based system that electronically verifies the employment eligibility of newly hired employees. E-Verify is a partnership between the Department of Homeland Security (DHS) and the Social Security Administration (SSA). U.S. Citizenship and Immigration Services (USCIS) oversees the program.

E-Verify works by allowing participating employers to electronically compare employee information taken from the Form I-9 (the paper-based employee eligibility verification form used for all new hires) against more than 425 million records in SSA's database and more than 60 million records in DHS immigration databases. Results are returned in seconds.

### **How Can My Employer Sign Up?**

Your employer should go to <http://www.uscis.gov/e-verify>

An employer's participation in E-Verify is voluntary and is currently free to employers.

To participate, an employer must register online and accept the electronic **Memorandum of Understanding (MOU)** that details the responsibilities of SSA, DHS, and the employer.

### **Can I Still Get an Extension if My Employer Does Not Sign Up for E-Verify?**

No. USCIS will not approve any extension applications where the employer is not participating in E-Verify.

### **What Other Responsibilities Does My Employer Have?**

Federal law at 214.2(f)(10)(ii)(C)(4) requires employers to report the termination or departure of an OPT employee to the Designated School Official (DSO) at the school which helped the employee obtain OPT authorization. Such reporting must be made within 48 hours of the event. An employer shall consider a worker to have departed when the employer knows the student has left the employment OR if the student

has not reported for work for a period of 5 consecutive business days without the consent of the employer, whichever occurs earlier.

**Note to University of Iowa employees on OPT who hold an appropriate degree in a DHS-approved STEM fields.** Please seek e-verify information from your office's or department's Human Resources representative. The OISS cannot provide this number.

## How do I apply for the OPT Extension?

1. **Complete form I-765** (a sample form is provided for reference).
  - a. Make sure you use the OISS address as indicated on the form I-765 instructions.
2. Complete the **Request for OPT Extension form**, included with this packet.
3. You may choose to **fax both forms** to OISS at 319-335-2021 **or email them as attachments to [ip-sevis@uiowa.edu](mailto:ip-sevis@uiowa.edu)**. Make sure you have completed ALL requested information, or your application will be rejected. If you fax your forms, please e-mail [ip-sevis@uiowa.edu](mailto:ip-sevis@uiowa.edu) to notify the office to expect your forms.
4. OISS will then **create an updated I-20** to reflect your extension request. We will mail two copies of the I-20 to you at the address you provide on the Request form. We will also return the copy of the I-765 with any indications for corrections or edits that you need to make on your original form. Allow at least two weeks for the creation and mailing of the extension I-20. Once you receive the I-20 and complete any required revisions to the I-765 form, mail your application to USCIS following the instructions below:

## Mailing your Application to USCIS

**Send the following documentation to USCIS to apply for OPT extension, arranged in the order listed below:**

- ❑ **Application Fee** - The cost is **\$380**. Personal checks or money orders must be in the exact amount and payable to "**United States Department of Homeland Security**." Personal checks are preferable to money orders, because they can more easily be traced in case of problems.
- ❑ **Two identical "natural color" passport photos** – These are **U.S.-style** passport photos – that must have been taken within the **last 30 days**. Passport photos taken in your home country will not be acceptable. Lightly print your name and your SEVIS number on the back of each photograph with a pencil to prevent problems should your photographs become separated from your I-765 application. Local businesses that typically take passport photographs include drugstores, copy centers, and the post office. The OISS does not encourage you to attempt to take these photos yourself. For more details on the photograph specifications, please go to: <http://travel.state.gov/pdf/Photo%20Guide%2010-01-04.pdf>
- ❑ **Form I-765** (*See sample I-765 with instructions*).
- ❑ **Copy of new OPT extension I-20** that you will receive from an OISS adviser.
- ❑ **Copy of your transcript** – it must indicate the degree level and title of major/degree program. Official or unofficial transcript OK.
- ❑ **Letter from your employer** – can be brief, just needs to detail how the work you are doing relates to the area in which you received your degree and for which the OPT is authorized.
- ❑ A copy of your MOST RECENT **Form I-94**, front and back (make sure the immigration stamp is visible on the copy).
- ❑ A copy of BOTH your **passport photo/information page showing the passport expiration date AND your most recent U.S. visa**.
- ❑ A copy of all **previous EAD cards**.

<b>Where to Mail:</b>	<i>U.S. Department of Homeland Security United States Citizenship and Immigration Services PO Box 21281 Phoenix, AZ 85036</i>
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- ✓ Your OPT extension application must be received by USCIS within 30 days of the creation of your I-20 reflecting your OPT extension request.
- ✓ In the event that there is a delay in the processing of your application, the OISS may not be able to help you if you do not have a photocopy of your application and proof that you mailed your application in a timely manner.
- ✓ If you change your mind and do not mail your OPT application, you must notify OISS.

## What Happens After I Mail My OPT Application?

### Processing Information:

About 3-4 weeks after you mail your application, you should get a special receipt letter from the USCIS called a **Notice of Action**. This letter will actually be mailed to OISS, and we will email you to notify you when it arrives. Remember to keep this letter, since it will contain a special number beginning with the letters “LIN...” that refers to your specific application. If you do not receive the Notice of Action after 5 weeks, please notify the OISS.

The Notice of Action also has a phone number that you can call to **check on the status of your application**. This number is generally busy during the day, so you may have more success getting through late at night. You now also have the option of checking online at <https://egov.uscis.gov/cris/jsps/index.jsp>. To do so you must have the LIN number from your Notice of Action.

### Decision on Your Application:

The average processing time for OPT is currently 3 months; it could happen faster or could take longer in individual cases, so apply well in advance. If your application is approved, your Employment Authorization Document (EAD) card will be mailed to the OISS and we will notify you by email that it has arrived. In the very unlikely event that your application cannot be granted, you will receive an explanation for the denial. Likewise, if USCIS wants you to send additional or supporting documentation before they will proceed with your application, they will send a letter to OISS and we will notify you by email.

### Will I be eligible for another 17-month extension if I go back to school and get another degree?

No. The 17-month extension is available once per person, regardless of whether or not you go on to obtain a higher degree level and do another 12-month period of OPT.

### Can I Change Employers Once I Apply for an Extension?

If the extension is still pending, you may do so if the new employer participates in E-Verify. You must contact OISS for assistance in making the change of employer. Once the extension is approved, you may change and work for another employer who is also enrolled in E-Verify. You must also notify OISS when this occurs.

### What Kind of Job Can I Take?

OPT employment must be related to the area in which you just obtained your most recent degree, i.e. in the area for which the OPT was authorized. Prior degrees in different areas, whether earned in the U.S. or abroad, cannot be used as the basis for OPT employment.

### Can I Keep Working While Waiting for My OPT Extension Decision?

Students who file an application for the 17-month OPT extension in a timely manner (we recommend 90 days) before their existing OPT expires will be able to continue employment while the extension application is pending until a final decision is made on the I-765 OR for 180 days, whichever comes first.

## Travel and OPT Extensions

### **What if I want to travel outside the U.S. while my OPT card is still valid but my OPT extension is pending?**

Guidance is unclear. In similar situations, when an immigration application is pending, traveling outside the U.S. may be considered as abandoning the application. Because we are uncertain at this time, we do not recommend you travel outside the U.S. until your OPT extension has been approved.

### **What if I want to travel outside the U.S. and my OPT card has expired and my OPT extension request is still pending?**

If your OPT employment authorization has expired and your 17 month extension request is still pending, SEVP has issued guidance that you must wait to receive your new employment authorization document prior to traveling outside the U.S.

### **What if I need to travel outside the U.S. after my OPT is approved?**

In order to re-enter the U.S. after you have applied for OPT, you must have your I-20 signed by an OISS advisor within the last six months, a valid F-1 visa, a valid passport and your EAD card. You should also carry a letter from your e-verified employer confirming you are or will be employed there under Optional Practical Training.

## Reporting Information to OISS While on Extended OPT

While on OPT you are still legally required to report certain information to OISS. Changes to any of the following must be reported **within 10 days** of the event. To report, use our online form at <http://international.uiowa.edu/oiss/students/current/employment/OPT-reporting.asp>

- Changes in name or residential/mailing address
- Report your employer name, address, and supervisor's email within 10 days of any changes or new employment
- Report changes to another immigration status
- If you will leave your OPT employment before your OPT end date
- Notify OISS if your email address changes

### **Validation Reports to OISS Every 6 Months**

Every six months, starting from the date your extension begins (i.e. the day after your current 12-month OPT ends) you are required by federal law to “check in” with OISS. These check-ins will be done via the internet, at which time you will provide your legal name, current residential address, current email, your employer's name, employer's address, and whether or not you are still currently employed there. When your OPT extension I-20 is sent to you, you will be provided with a time table instructing you when your six-month check-ins must be done.

The six-month check-ins are in addition to reporting within 10 days any changes that occur, as detailed in the previous section. The six-month check-in must be done even if there are no changes to your situation.

Please be aware that Homeland Security indicates students on extended OPT who fail to submit information within the 6-month check-in period will be viewed as violating status and F-1 status will be terminated. OISS does not track and remind students on extended OPT to do this reporting – it is your responsibility to remember to do so at the proper time every 6 months.

## Unemployment and OPT

During post-completion OPT, F-1 status is dependent upon employment. A student authorized for a 17-month extension must work at least 20 hours per week for an E-Verify employer in a position directly related to his or her DHS-approved STEM CIP. Students may not accrue an aggregate of more than 90 cumulative days of unemployment during any post-completion OPT carried out under the initial 12-month post-completion OPT authorization. Students granted a 17-month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total 29-month OPT period. If you are unemployed for more than the permitted lengths of time you must consider your OPT to be automatically cancelled and your F-1 status ended.

Please note that volunteer positions do NOT qualify for the extension.

## Information for Students Planning to Apply for H-1B While on OPT

### What if I have applied for an H-1B on April 1 but my OPT will end before October 1?

Duration of status and work authorization may be extended for a student on OPT who meets the following criteria:

- Your employer filed your H-1B application on April 1 or in a timely manner requesting an employment start date of October 1 of the same year
- Your employer requests a “change of status” to H-1B and **NOT** “consular processing”
- You have otherwise followed the F-1 regulations

For more specific details, and information on how to request the Cap Gap extension, see:

<http://international.uiowa.edu/oiss/documents/H1B-Cap-Gap-Extension.pdf>

The ability to remain in the U.S. and continue working with the same employer does not apply to students with H-1B petitions to work in higher education or nonprofits, as they are not currently restricted by an H-1B “cap” nor are they limited in when they must apply for the H-1B. They also have the option of applying for expedited H-1B processing.



# Employer Obligations for Employees on Optional Practical Training (OPT)

**Please give this page to your OPT employer.**

Dear Employer,

This information is provided to make you aware of the regulations and requirements you will be expected to follow as an employer of a student on OPT, as put forth in the Code of Federal Regulations at 8 C.F.R. 214.2. These federal requirements will be very easy to comply with; please be aware that the Office of International Students and Scholars is always available to help interpret or explain what steps you need to take to keep your international employee. Please be aware that your employee will not be eligible for an OPT extension if you are not signed up in E-Verify.

## **E-Verify**

In order for your employee to be eligible to extend the OPT for an additional 17 months, federal regulations (8 C.F.R. 214.2(f)(10)(ii)(C)(3) requires the employer to register with the federal E-Verify system.

E-Verify is a free and simple to use Web-based system that electronically verifies the employment eligibility of newly hired employees. E-Verify is a partnership between the Department of Homeland Security (DHS) and the Social Security Administration (SSA). U.S. Citizenship and Immigration Services (USCIS) oversees the program.

E-Verify works by allowing participating employers to electronically compare employee information taken from the Form I-9 (the paper-based employee eligibility verification form used for all new hires) against more than 425 million records in SSA's database and more than 60 million records in DHS immigration databases. Results are returned in seconds.

To sign up for E-Verify go to <http://www.uscis.gov/e-verify>

To participate, you as the employer must register online and accept the electronic **Memorandum of Understanding (MOU)** that details the responsibilities of SSA, DHS, and the employer.

Once you are approved, you will be given an E-Verify number. Please share this number with your OPT employee, who will have to provide the number during his/her OPT extension application.

Be sure to retain the number as you will need to use it for future OPT employees.

## **Reporting the End of Employment**

Federal law at 8 C.F.R. 214.2(f)(10)(ii)(C)(4) requires employers to report the termination or departure of an OPT employee to the Designated School Official (DSO) at the school which helped the employee obtain OPT authorization. Such reporting must be made with 48 hours of the event. An employer shall consider a worker to have departed when the employer knows the student has left the employment OR if the student has not reported for work for a period of 5 consecutive business days without the consent of the employer, whichever occurs earlier.

This reporting can be done by sending an email to [ip-sevis@uiowa.edu](mailto:ip-sevis@uiowa.edu)





## Office of International Students & Scholars

1111 University Capitol Centre  
The University of Iowa  
Iowa City, IA 52242-5500

Phone: 319-335-0335  
Fax: 319-335-2021  
Email: [ois@uiowa.edu](mailto:ois@uiowa.edu)

### Student Request for OPT Extension

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Do you have family members currently in F-2 status? ☐ Yes ☐ No

Company/Employer Name: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

Supervisor's Email: \_\_\_\_\_

Employer's E-Verify Number (you must provide this; get it from your employer): \_\_\_\_\_

In which category did you receive your most recent degree?

- ☐ Actuarial Science
- ☐ Computer Science Applications
- ☐ Engineering
- ☐ Engineering Technologies
- ☐ Biological and Biomedical Sciences
- ☐ Mathematics and Statistics
- ☐ Military Technologies
- ☐ Physical Sciences
- ☐ Science Technologies
- ☐ Medical Scientist (MS, PhD)

Please note that this is no guarantee you are eligible for an OPT extension; OISS must check to see if your most recent major matches a specific code list issued by the U.S. government to determine extension eligibility. If you are not eligible for an extension you will be emailed by OISS.

How do you want to receive this document?

In-person pick-up: ☐ Yes ☐ No

OR

By certified mail: ☐ Yes ☐ No

Address to which you want the new extension I-20 sent: \_\_\_\_\_

### Reporting Information to OISS

Changes to any of the following must be reported **within 10 days** of the event. To report, use our online form at <http://international.uiowa.edu/oiss/students/current/employment/OPT-reporting.asp>

- Changes in name or residential/mailling address
- Report your employer name, address, and supervisor's email within 10 days of any changes or new employment
- Report changes to another immigration status
- If you will leave your OPT employment before your OPT end date
- Notify OISS if your email address changes

*I acknowledge that it is my responsibility to report this information to the OISS and/or USCIS, and that the OISS is not responsible for attempting to collect the information if I fail to provide it. I understand that my failure to provide the required information to the OISS within the established deadlines could result in later problems between myself and the USCIS.*

*By signing I verify that the information provided on this form is complete and accurate to the best of my knowledge.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send this form, along with the completed I-765, by fax to 319-335-2021 or email attachment to [ip-sevis@uiowa.edu](mailto:ip-sevis@uiowa.edu) If you fax your forms, please notify our office to be expecting your documents by e-mailing [ip-sevis@uiowa.edu](mailto:ip-sevis@uiowa.edu) Please allow two weeks for the I-20 to be created and mailed to you by certified mail. Please note we cannot express mail your document to you.

## SAMPLE I-765 Form for 17-Month OPT Extension—

*Follow these instructions carefully:*

1. Go to <http://www.uscis.gov/files/form/i-765.pdf>
2. Type information on the form using OISS instructions below, not the instructions found on the website. Type and print; **do not use handwriting**.
3. Print, sign, and fax or mail this form to the OISS to request a new I-20 for extension.

Application Denied.

- ☐ Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).  
☐ Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8

If not Nebraska Service Center, please  
write correct office (California, Texas, or  
Vermont)

I am applying for: ☐ Permission to accept employment.  
☒ Replacement (of lost employment authorization document)  
☐ Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in PASS) (First) (Middle) Which USCIS Office? Date(s)  
LAST NAME, First Name Middle Nebraska Service Center Dates from old EAD card

2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)  
OPT Granted (attach copy of EAD card)

Use the OISS address as shown here.

3. Number and Street) (Apt. Number)  
c/o OISS Adviser, Univ. of Iowa 1111 UCC

12. Date of Last Entry into the U.S. (mm/dd/yyyy)  
Enter the information found on I-94 card.

(Town or City) (State/Country) (ZIP Code)  
Iowa City, IA 52242

13. Place of Last Entry into the U.S.  
Enter the information found on I-94 card.

4. Country of Citizenship/Nationality

14. Manner of Last Entry (Visitor, Student, etc.)  
F-1 Student (if not F-1, please consult OISS adviser)

5. Place of Birth (Town or City) (State/Province) (Country)

15. Current Immigration Status (Visitor, Student, etc.)  
F-1 Student

6. Date of Birth (mm/dd/yyyy) 7. Gender  
☐ Male ☐ Female

16. Go to **Part 2** of the Instructions, Eligibility Categories. In the space below,  
place the letter and number of the category you selected from the instruction  
(For example, (a)(8), (c)(17)(iii), etc.).

8. Marital Status ☐ Married ☐ Single  
☐ Widowed ☐ Divorced

Eligibility under 8 CFR 274a.12 ( c ) ( 3 ) ( C )

9. Social Security Number (Include all numbers you have ever used) (if any)

17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your  
degree, your employer's name as listed in E-Verify, and your employer's E-  
Verify Company Identification Number or a valid E-Verify  
Client Company Identification Number in the space below.

10. Alien Registration Number (A-Number) or I-94 Number (if any)

This is the 11 digit number from your I-94 card.

Degree: OISS will fill in this blank

11. Have you ever before applied for employment authorization from USCIS?

☒ Yes (If yes, complete below) ☐ No

Employer's Name as listed in E-Verify: Get the E-Verify information  
Employer's E-Verify Company Identific from your employer.  
Client Company Identification Number

### Certification

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature

Telephone Number

Date

Remember to sign your form. Try to stay between the lines. You may use your own telephone number here.