Employment Authorizations for F-1 Students
ISS Team

Marian Carlson
• Advises J-1
  • mcarl2@luc.edu

Ryan Radebaugh
• Advises F-1, A-L
  • rradebaugh@luc.edu

Molly Jordan
• Advises F-1, M-Z
  • mjordan6@luc.edu

Office Hours Mon-Fri 8:30-5pm
Walk-in Hours Tues-Thurs 2:00pm to 4:00pm
Appointment only WTC
F-1 101: Maintaining Status
What is an F-1 visa?

Your visa is:

- The stamp in your passport
- It indicates the dates which you can enter the U.S.
- It can expire while you are in the U.S and you will still be in legal status
- If you want to travel and your visa is expired, you will need to renew it at a U.S. Embassy before you return.
What is an I-20?

‘Status’ means:

• Your non-immigrant classification. Your status is F-1 or J-1.
• Your I-20/DS-2019 shows the dates you hold this status. **You should not let this form expire.**
• If your I-20/DS-2019 will expire and you want to stay for another semester, you will need to apply for an extension.
Remember Your End Date

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION LEVEL</td>
<td>Second Language Learning 32.0109</td>
<td>None 00.0000</td>
</tr>
<tr>
<td>LANGUAGE TRAINING</td>
<td>PROGRAM ENGLISH PROFICIENCY Not Required</td>
<td>ENGLISH PROFICIENCY NOTES English instruction will be given at</td>
</tr>
<tr>
<td>NORMAL PROGRAM LENGTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM START DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 AUGUST 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM END DATE</td>
<td>15 DECEMBER 2015</td>
<td></td>
</tr>
</tbody>
</table>

- Take out your phone
- Put your end-date and a one-month reminder in your phone’s calendar
- REMEMBER THIS DATE
Keep Your Documents Current

Notify one of the ISS Advisors if:

• **You need an extension:** If your I-20 is going to expire (look at item number 5 on the I-20) and you need more time in the ESL program. You must request an extension from ISS.
• **If you have dependents:** Notify ISS of any dependents who need to be in F-2 dependent status. ISS will need to see a copy of their passport and proof of additional funding in order to issue dependents an I-20.
When Do I Need to Talk to My Advisor?

**General Rule:** If you’re changing something, let us know. This could be:

- Changing your program
- Finishing your program
- Hoping to work on/off campus
- Transferring in/out
- Getting a driver’s license
- Changing your address
- Traveling
- Taking a leave of absence

**At a minimum,** you’ll need to see us...

1. At orientation and for immigration check-in
2. Before you travel out of the country
3. If/when you work on campus
4. When your program is ending
5. If/when you pursue CPT or OPT

*If you’ve gone a full term without visiting us, there’s a problem.*
Keep Your U.S. Address Updated

IMPORTANT: If you move you must report your address in LOCUS within 10 days – you must keep your record updated at all times. This is a government law.

To change your mailing address in LOCUS:

1) Click on Self Service;
2) Click on Campus Personal Information;
3) Click on Addresses;
4) Click on the edit button for the Mail address;
5) Enter your new mailing address and click OK;
6) In the Address Types box, there should be a check mark next to ‘Mail’;
7) Click Save, and then OK.

PLEASE USE THE MAILING ADDRESS FIELD IN LOCUS.
Traveling Outside the United States

If you want to travel outside the U.S., make sure:

1. Your I-20/DS-2019 is signed by an OIP staff member
2. The signature should be less than one year old when you travel – travel signatures are good for 12 months
3. Your visa will not expire while you are traveling; if it will expire prior to or during travel, you will need to renew it at a U.S. Consulate/Embassy abroad before you can re-enter the U.S.

To obtain a travel signature, please drop off your I-20/DS-2019 at the Office for International Programs in Sullivan Student Center, Suite 206 a week prior to your travel – *we may not be able to accommodate last-minute travel signature requests, so plan ahead!*
On Campus Employment

Benefits:

• Only employment that does not have to be related to program of study.
• No authorization is required by the Office for International Programs or USCIS
• Students can work 20 hrs. during academic calendar/40 per week on official school holidays

Challenges unique to International Students:

• Work/Study Program
• Competition for on-campus employment
On Campus Employment

Process:
1. Obtain job offer letter from your supervisor
2. Bring offer letter to the ISS team
3. Processing time: 2-3 business days for ISS Letter of Support
4. Take offer letter and ISS Letter of support
   - Student receive a temporary SSN number.
   - SSN card arrives in mail within 2-3 weeks.
   - SSN # lasts for life/ no expiration date
   - Warning: looks very disposable.

Resources:
- Career Services
- Rambler link
- Academic network
Other Resources

For job search assistance...

- Meet with a Career Advisor at the Career Development Center
- OPT & H-1B: MyVisajobs.com; GoingGlobal
- LinkedIn: Professional image and network: https://students.linkedin.com/
- Create a list of target employers
- Be honest with employers about your employment status
- Take advantage of campus resources

For tax assistance....

- Email from ISS in January/February
- Reach out to your tax service for assistance, or consult a tax attorney
Employment Authorization: CPT & OPT
Curricular Practical Training

**Qualify:**
- Must maintain lawful full-time F-1 student status for a full academic year
- Requested employment must be integral or required to your degree
- Must have a job offer

**Challenges unique to International Students:**
- CPT must relate directly to a course in which students are currently enrolled
- Employment start and end dates must be congruent to Academic start and end dates.

**Resources:**
- Career Services
- RamblerLink
- Academic network
Curricular Practical Training

Process:
1. Receive job offer
2. Take job offer to your Academic Advisor/Program Director along with CPT Application Form
3. Bring completed form and job offer letter to ISS team
4. Authorized CPT in 5 business days

Full time vs. Part time CPT:
Part-time CPT: 20 or less hours per week
   → Does not affect OPT
Full-time CPT: 21 + hrs per week (max. 40)
   → More than 365 days of Full Time CPT can impact OPT
Optional Practical Training (OPT)

Quick Facts:

• Employment authorization for after you have completed your program and all degree requirements.
• Must submit an application and be approved by the USCIS. OIP assists with application.
• You do not need a job offer in order to apply.
• OPT may be paid or unpaid.
• Employment must be related to your field of study.
• OPT is valid for one year. Students may be eligible for an additional 24 months if they meet certain requirements.
When to apply?

**Apply EARLY!!**

- The OPT application can take 2.5-5 months to be processed!
- Applications may be filed with the USCIS up to 90 days before the completion of your program requirements or up to 60 days after completion.

**OPT Start Date**

- You must select a start date before you can apply for OPT.
- Your start date must be within 60 days of the completion of your program requirements.
- You can’t begin working until you have the EAD in-hand and the start date has been reached.
As early as 90 days before program end date

Select an OPT start date that is within 60 days of your program end date

Up to 60 days after your program end date

60-day grace period after completing OPT

Duration of standard post-completion OPT is 12 months.
As early as 90 days before program end date: February 3, 2019

Program end date: May 4, 2019

Select an OPT start date that is within 60 days of your program end date: May 4, 2019

Duration of standard post-completion OPT is 12 months.

Up to 60 days after your program end date: July 3, 2019

OPT end date: July 2, 2020

60-day grace period after completing OPT

Grace period end date: August 31, 2020

I want to allow enough processing time, so I’ll choose the last date possible.
OPT Application

**STEP 1** Gather the following documents

- Completed I-765 (Application for Employment Authorization)
- Completed G-1145 (E-Notification of Application/Petition Acceptance)
- Copy of the first I-20 issued to you by Loyola
- Copies of all I-20s issued to you for Curricular Practical Training (CPT)
- Copy of your passport identification page
- Copy of your F-1 visa stamp
- Copy of your I-94
- Check or money order payable to “U.S. Department of Homeland Security”
- Two passport photos (**New photos.** Print your name and I-94 number on the back of each photo *in pencil.*)
- If applicable, a copy (front and back) of any previously issued EAD
- Completed Optional Practical Training (OPT) Request Form
I-765

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

I-765, Application For Employment Authorization

For USCIS Use Only

Action Block

Field

Initial Receipt Resubmitted

Type

Actual Receipt Settled

Completed

Submitted

1. Full Name
   (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
   (Street Number and Name) (City)
   (State) ( ZIP Code)

4. Country of Citizenship or Nationality

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

6. Date of Birth (mm/dd/yyyy)

7. Gender
   Male
c
   Female
c

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

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

10. Alien Registration Number (A-Number) or Form I-94 Number (If Any)

11. Have you ever applied for employment authorization from USCIS?
   Yes (Complete the following questions)

12. Have you ever been denied a nonimmigrant visa?
   Yes
   No

13. Have you ever been excluded from the United States?
   Yes
   No

14. Have you ever been denied admission to the United States?
   Yes
   No

15. Current Immigration Status (Visa, Status, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765" section of the instructions in the space below, place the letter and number of the eligibility category you selected in the instructions. For example, (a)(6), (b)(1), etc.

17. (a)(6)(C) Eligibility Category. If you entered the eligibility category (a)(6)(C) in Question 16 above, your parent or legal guardian must sign form I-765 and your parent or legal guardian's employment Authorization Number or your valid E-Verify Company Identification Number is in the space below.

   Degree
   Employer's Name

18. (a)(246) Eligibility Category. If you entered the eligibility category (a)(246) in Question 16 above, please provide the receipt number of your H-3B principal sponsor's most recent Form I-539 Notice of Approval for Form I-129.

   Certification
   I certify, under penalty of perjury, that the foregoing is true and correct.

   Applicant's Signature
   Date of Signature (mm/dd/yyyy)

   Telephone Number

   Signature of Person Preparing Form, if Other Than Applicant

   Preparer's Signature
   Date of Signature (mm/dd/yyyy)
   Printed Name
   Address

Form I-765 02/19/15 V
**e-Notification of Application/Petition Acceptance**

**Department of Homeland Security**

**US Citizenship and Immigration Services**

**USCIS**

**Form G-1145**

**OMB No. 1615-0109**

**Expiration Date 05/15/2015**

---

**What Is the Purpose of This Form?**

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

**General Information**

Confirm the information below and fill in the 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 not yet e-notiﬁcate within 24 hours after we accept your application. Domestic customers will receive the e-mail and text message, whereas customers outside the United States may not receive the e-mail. A deliverable e-Notification cannot be resent.

Your e-Notification will display your case 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 status or beneﬁts to the person providing the notice in accordance to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 30 days after your application has been accepted; use this notice as proof of your pending application or petition.

---

**USCIS Privacy Act Statement**

**AUTHORITY:** The information requested on this form is collected pursuant to section 0101(a) of the Immigration and Nationality Act, as amended (INA section 0101), et seq.

**PURPOSE:** The primary purpose for providing the information on this form is to request an electronic notice when USCIS accepts your immigration application. The information you provide is used to send you a text and/or email message.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message accepting your immigration application.

**ROUTINE USE:** USCIS: The information provided on this form will be used by U.S. Customs and Border Protection as a component of its inspection program and as a means of identifying and admitting eligible nonimmigrants who are in the United States under the authority of a U.S. Passport Control System (UCS). This information may be used to identify, verify, and verify the identity and eligibility of the individual.

**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 5 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Planning, 29 Manhattan Avenue, NW, Washington, DC 20522-2140. Call 800-877-8576 (TDD). Do not mail your completed Form G-1145 to this address.

Complete this form and attach it to the first page of your immigration application(s).

---

**I-94**

**Get I-94 Information**

Get I-94 FAQ

---

**Get I-94 Information**

**The following information is required to retrieve your I-94 information. Enter the information as it appears on the travel document you used to enter the United States.**

**This website provides a form maintained by CBP systems. The information returned may not reflect applications submitted to or received by the U.S. Citizenship and Immigration Services or Immigration and Customs Enforcement.**

**Last Name:**

**First Given Name:**

**Year (YYYY): Month: Day (DD):**

**Birth Date:**

**Passport Number:**

**Country of Issuance:**

[Links to get most recent I-94 and get travel history]

---

**U.S. Customs and Border Protection has automated the I-94 process.**

**www.cpb.gov**
OPT Application

**STEP 2**
- Visit OIP during walk-in advising hours to review your complete OPT application.
- After reviewing the application, we will give back your application materials.
- Do not mail them until you return to OIP to pick up your new I-20

**STEP 3**
- You will be notified when your OPT I-20 is available for pick up.
- You will receive two identical I-20s. Sign and date the first page of each I-20
- Keep one I-20 and add the other I-20 to your OPT application materials

**STEP 4**
- Scan or copy the ENTIRE OPT application (including the authorized I-20) before sending it to USCIS
OPT Application

STEP 5

Mail your OPT application immediately. The Form 1-765 must be filed within 30 days of the issuance of your OPT I-20.

Mail your application to the USCIS using one of the following addresses:

USPS Certified mail w/return receipt
USCIS
P.O. Box 21281
Phoenix, AZ 85036

FedEx/DHL/UPS to:
USCIS Attn: AOS
1820 E. Skyharbor Circle S.
Suite 100
Phoenix, AZ 85034
Employment Requirement

You must have the EAD in-hand and reach the OPT start date before you can begin working on OPT

- Employment must be directly related to your field of study
- At least 20 hours of work per week
- Paid, unpaid intern, volunteer
- 90-day unemployment limit

Report to OIP the name, address, and start date of each employer you have while on OPT.

Your mailing address in LOCUS must be up-to-date at all times.
90 Days Unemployment

• Students are limited to an aggregate of 90 days of unemployment

• Report employment details to ISS using the reporting form

• SEVIS record will be terminated if unemployment exceeds 90 days.

• For the reporting form, remember luc.edu/iss
Travel and OPT

- Travelling outside of the U.S. while your OPT is pending is not recommended. If you need to travel during this time, please be aware that you can not re-enter the U.S. until you have the EAD card in your hand.

- Travel after OPT begins:
  - I-20 endorsed for travel by OIP
  - Valid EAD
  - Valid F-1 visa
  - Job offer letter or proof of employment

- If your visa will be expired when you plan to return to the U.S., you will need to renew it at a U.S. Embassy in your home country. Check the Embassy website to see what steps you will need to take and which documents you will need to bring to the appointment.
OPT Stem Extension

24-month OPT extension
• Student must have a degree in the science, technology, engineering or math fields as designated by DHS. For a complete list of STEM-designated degree programs, please refer to the ICE website for a comprehensive list, or consult with ISS
• Must be employed by a company that is registered with the E-Verify program
• STEM extension applications must be filed with USCIS before the current OPT end date and can be submitted up to 90 days before the current end date
• As long as you have filed the extension before the current OPT ends, you may continue working while the application is pending.

Please consult OIP for complete STEM application instructions
After OPT

After completing OPT you have a **60-day grace period** in which you can stay in the U.S.

During this time you can:

- Transfer to another U.S. school
- Start a new program at Loyola
- Or prepare to leave the U.S.
Questions?