



Salve Regina University

Optional Practical Training: Mailing you application to USCIS and Next Steps



Mailing your OPT application to USCIS

- USCIS must receive your application:
 - Within 30 days of the issue date of the OPT I-20 **AND**
 - Within 60 days of your program completion date
- Before mailing, double check that all documents on the checklist are included.
- Make a photocopy of the entire packet for your records.
- Retain the tracking number of package.



Mailing the application (cont.)

The application and all of the required documentation must be sent to the USCIS Service Center Lockbox facility. Those with addresses (#3 on your I-765 form) in AL, AR, CT, DE, FL, GA, KY, LA, ME, MD, MA, MS, NH, NJ, NM, NY, PA, PR, **RI**, VT, VA, US Virgin Islands, WV and DC will send their application to:

By Courier Service (FedEx, DHL, UPS):

USCIS, Attn: AOS
2501 S. State Hwy. 121
Business Suite 400
Lewisville, TX 75067

By U.S. Postal Service (overnight or certified mail)-return receipt requested:

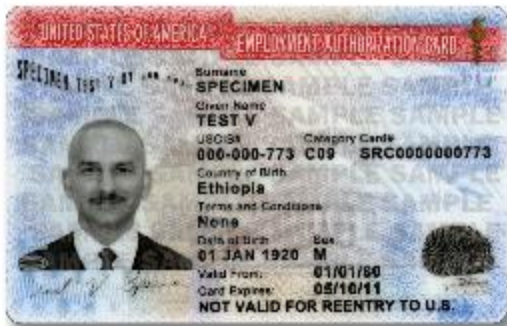
USCIS
PO Box 660867
Dallas, TX 75266

Those with addresses in other states can read the [I-765 instructions](#) on where to mail their applications.



After mailing your application

- You should receive from USCIS:
 - Text message or email with case number (within a week)
 - Receipt notice in the mail (within 4 weeks)
 - Approval notice (up to 90 days)
 - Employment Authorization Document (EAD) card (within 90 days)



You may not work until you receive your EAD card and you can only work within the dates specified on your EAD card.

I-797 C 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 BIO immediately.

Contacting USCIS

If you have any problems or questions with the OPT application, contact the OIP 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

Receipt
CASE TYPE: I-765, Application for Employment Authorization
RECEIPT NUMBER: WAC

RECEIVED DATE: April 11, 2012

NOTICE DATE: April 13, 2012

YOUR ALIEN NUMBER

PAGE: 1 of 1

DATE OF BIRTH: December 19, 1982

PAYMENT INFORMATION:
Application/Petition Fee: \$360.00
Biometrics Fee: \$0.00
Total Amount Received: \$360.00
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 30114
Laguna Niguel, CA 92607-0114

USCIS Customer Service Number:
(800)375-5283

Form I-797C, Lockbox (LB) 01/03/12 Y

SAVE REGULARLY
UNIVERSITY

USCIS Issues & Tracking Your Case

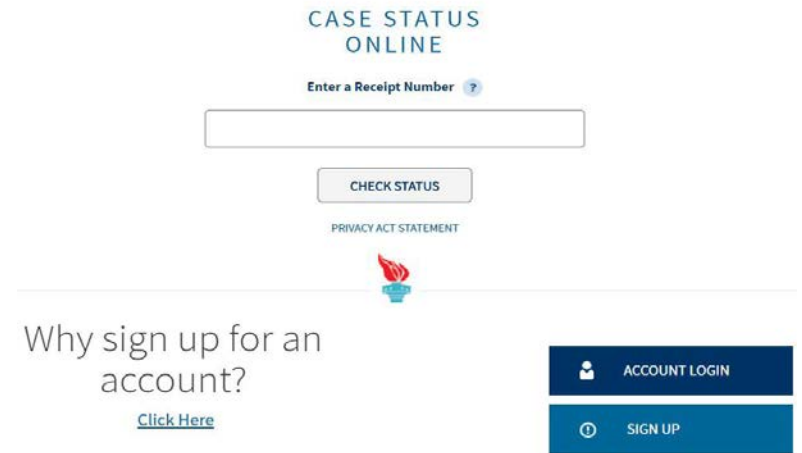
Sign up up for an account at <https://www.uscis.gov>. This will allow you to receive automatic updates and monitor your case. Click “Check Your Case Status” and then select “Sign Up.”

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.



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 OIP that your OPT has been rejected or denied! You MUST request a NEW OPT I-20 recommendation from OIP 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 1of the I-20.

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

Notice of Action

Application Number	Application Received
3-1234 (Number for this instance)	Application Received
Receipt Date	Page
JUNE 23, 2006	1 of 3

Request for Evidence

IMPORTANT: WHEN YOU HAVE COMPLIED WITH THE OUTREQUIREMENTS ON THIS FORM, PROVIDE THIS NOTICE ON TOP OF ALL REQUESTED DOCUMENTS AND FOR INFORMATION TO THE ADDRESS BELOW. THIS OFFICE WILL RETURN YOUR PETITION APPLICATION WITH SUPPORTING DOCUMENTS.

THE INFORMATION REQUESTED BELOW MUST BE RECEIVED BY THIS OFFICE NO LATER THAN SEPT 23 2006. FAILURE TO PROVIDE THE REQUESTED DOCUMENTATION WITHIN THIS TIME FRAMEWORK WILL BE CONSIDERED ABANDONMENT PURSUANT TO 8 C.F.R. 101.2(b)(1) 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. 101.2(b)(1) 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 in 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 16198
LAGUNA HILLS, CA 92653-0198
(714) 833-8427

Bar Code Label Here

Form I-797 (1-00) Please see additional information on the back.

Contact OIP 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.



Driver License Applications & Renewal



- If your [driver's 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.





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



MANDATORY

- ALL STUDENTS ON OPT/STEM ARE REQUIRED TO USE THE OPT Employment Information Form TO SUBMIT OPT UPDATES.

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. OIP 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 OPT Employment Information Form to update your information.*



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.

3. Travel Documents for Re-entry



Documents	Before Completing Program & <u>Before</u> EAD issuance	After Completing Program & <u>Before</u> EAD issuance	After Completing Program & <u>After</u> EAD issuance
Valid passport	✓	✓	✓
Valid F-1 visa stamp (if applicable)	✓	✓	✓
OPT I-20 with a valid travel endorsement signed within 6 months by OIP Advisor (page 2)	✓	✓	✓
Evidence of continued enrollment (e.g. Enrollment Verification from MySalve)	✓		
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. For more information, visit: http://internationaloffice.berkeley.edu/visa_application

1. Valid passport
2. Valid I-20 with travel endorsement from OIP 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.



5. Completing OPT & Grace 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:

- Exit the US within 60 days
- 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 Salve Regina
- 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.*

