

## Traveling

The OISS does not recommend that you travel outside the United States before

you have received your EAD card.

### **You may be denied re-entry.**

F-1 students authorized for OPT after graduation can travel outside the United States and re-enter as long as they have all the following documents in hand:

1. **Passport** valid at least six months into the future.
2. **Unexpired F-1 visa stamp** in the passport.
3. **I-20 form** that has a valid travel signature on page 3.  
As a good practice, students should renew their travel signature every 6 months.
4. **Valid EAD issued by USCIS.**
5. **Letter of employment offer** for verification.

After getting paid, students should also carry copies of their pay stubs

## Important Sites

### **Documents for Current**

#### **International Students:**

<http://hbu.edu/Choosing-HBU/Admissions/Applying-to-HBU/International/International-Documents-for-Current-Students.aspx>

#### **Traveling:**

[http://www.ice.gov/sevis/travel/faq\\_f2.htm#\\_toc81222042](http://www.ice.gov/sevis/travel/faq_f2.htm#_toc81222042)

#### **HBU International:**

[www.hbu.edu/international](http://www.hbu.edu/international)

## Q&A

### **When will you receive your EAD Card?**

Within 2-3 months of submitting your OPT application. If 91 days have passed and you have not received your EAD Card, please notify the OISS

### **How can I track the status of my application?**

By using the SRC number on the receipt., you can track it on the following website: <http://egov.uscis.gov/cris/Dashboard.do>  
If your receipt is delayed, you can also obtain your SRC number from the cashed check \$380.00 (verifiable through your bank).

### **When can I begin my employment?**

You *cannot* begin employment until you have received your EAD Card, AND do not start employment before the OPT start date on the EAD. Even one day before the EAD start date is considered illegal work.

### **Can I continue my on-campus work?**

After your I-20 expires, you MUST end any work on or off campus. An expired I-20 also expires your F-1 status. When your OPT becomes active, so will your F-1 status.



**Designated School Official**

**Coordinator**

**Lily Lam**

281-649-3292

**Office of International Student Services**

7502 Fondren Rd.

Houston, TX 77074-3298

# Optional Practical Training



**Post- Completion**

[www.uscis.gov](http://www.uscis.gov)

## What is Post-completion OPT?

**Purpose:** OPT was established for the purpose of allowing students to gain some practical experience in their fields of study while pursuing their educational objective.

**Means:** OPT is defined in the Code of Federal Regulations as: “temporary employment for practical training directly related to the student’s major area of study.” [8 CFR § 214.2(f)(10)(ii)]

This means you may only accept a job in your field of study

**Who:** OPT is available to students who are in F-1 status and have been in legal and full-time status for at least one academic year.

## OPT Steps:

1

### Appointment

Make an appointment with the International Student Services Coordinator, Lily Lam (llam@hbu.edu). Students will submit a completed [I-765 application](#) for employment authorization and a [Final Semester Form](#) for post-completion OPT to the OISS. If the student is eligible to apply for Post-Completion OPT, the time limit on application is: **90 days before the end of academic program to 60 days after the completion date of the academic program.**

2

### MAIL APPLICATION

After all materials have been reviewed by the International office, and you’ve obtained a new I-20 with the OPT recommendation and the new completion date from the Designated School Official (DSO), your completed packet with a personal check or money order of \$380.00 can be mailed to:

**USCIS TSC, P.O. Box 851041,  
Mesquite, TX 75185-1041**

You will receive a Notice of Action (application receipt) from USCIS within a few weeks of submitting your OPT application.

3

### Employment Authorization Document (EAD) ARRIVES

Once you have received your EAD card, please do the following:

1. Bring it in to the OISS that a copy can be made.
2. Report the following information to the DSO in the OISS: employer/company name, address, and phone number.

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### EMPLOYMENT

Your OPT application does not require a job offer from the prospective employer; however there is a time limit on the student’s unemployment. Please submit your job offer letter on the company’s stationary. While employed, it is imperative that you **always** communicate with the International Office. You must report:

- Any change of name or address
- Any change in Visa Status (e.g. H-1B) or employment
- Interruption of such employment

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### AFTER EXPIRATION

If you decide to continue your studies in the US, your OPT will end once your I-20 is transferred to your new study program. The legal status time limit following OPT is: **Date of expiration of OPT to 60 days afterward or until your I-20 is transferred (whichever is earlier)**

**\*\*If this gap is longer than 5 months, you will be required to leave the U.S. and return no more than 30 days before the beginning of your new program of study.**

## Important Information

### Unemployment

You cannot be unemployed for more than **90 days** during the dates listed on your EAD Card.

*Rules for calculating days unemployed:*

**Period Between Jobs:** As long as you are not unemployed for more than 10 days, these days will not count towards time accrued during unemployment.

**Unemployment while Outside the United States:** any time that is spent outside the United States will count towards the 90/120 aggregate during the EAD validity period. However, should the student be employed and has been approved for the leave of absence, then the time will not count as unemployment.

**Holidays and Weekends:** These do not count towards the 90 day limit as long as the student is employed during this time. If the student does not have an employment, holidays and weekends do count toward the 90 day aggregate unemployment period.