

# OPTIONAL PRACTICAL TRAINING

Presented by:

The Office for International Students and Scholars (OISS)

Charlie Liu

# OPTIONAL PRACTICAL TRAINING (OPT)

## What is OPT?

- Optional Practical Training is practical experience to supplement the theoretical knowledge you gained while completing your degree.
  - Must be within 90 days of completing your last course for your degree
  - Must be in your field of study
  - Must find employment within 90 days of the start date of your OPT card
- OPT is 12 months of employment authorization in your field of study.
- OISS recommends OPT; USCIS approves OPT

# OPTIONAL PRACTICAL TRAINING (OPT)

## Who is Eligible for OPT?

- ✗ Students who are in F-1 status and have been enrolled on a full-time basis for at least one academic year (two semesters); and Who will complete a course of study during the semester of OPT application.

**NOTE:** You do not need a job offer to file for OPT

# OPTIONAL PRACTICAL TRAINING (OPT)

## When do I apply?

- A student can apply for OPT up to 90 days prior to their program end date and up to 60 days after their program end date.

Undergraduate	Master's – Thesis	Master's – Comprehensive Exam	Master's - Other	Doctoral
<ul style="list-style-type: none"><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Thesis defense date *</li><li>or,</li><li>• Thesis submission date* or,</li><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Comprehensive exam date or,</li><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Dissertation defense date* or,</li><li>• Dissertation submission date* or,</li><li>• Last day of final exams in graduating semester **</li></ul>

**NOTE:** If you plan to spend your last semester outside of the US, you might not be eligible for OPT. Please consult with an OISS advisor.



# OPTIONAL PRACTICAL TRAINING (OPT)

## When do I apply? *(continued)*

- We recommend filing your application as early as possible because processing times can take up to 90 days or longer.
- USCIS must receive your complete OPT application packet with new OPT I-20 within 30 days from its recommendation.
- You cannot start working until you have your Employment Authorization Document (EAD)/OPT card in hand and your requested start date has arrived.

# APPLICATION PROCEDURE

**Step 1:** Meet with your academic advisor to complete the “Student Status Form”.

**Step 2:** Complete all required forms and make copies of required documents.

- × Forms I-765, G-1145 and Student status form
- × Copies of Passport, U.S. visa page, I-94, any previous CPT I-20,
- × 2 full frontal/passport photos & check or money order \$380

**Step 3:** See an OISS advisor to process OPT I-20 along with all required documents.

**Step 4:** Pick up OPT I-20 from OISS *In two business days, you will receive an email from OISS that your I-20 is ready for pick-up.*

Sign, date, and photocopy OPT I-20, and include photocopy with OPT packet

**Step 5:** Mail OPT packet to USCIS

# APPLICATION STEP 1 – Student Status Form

Meet with your academic advisor to complete the “Student Status Form”

F-1 OPT STUDENT STATUS FORM				
<b>MICHIGAN STATE UNIVERSITY</b>		<b>OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS</b> Phone: 517.353.1720   Fax: 517.355.4657 Email: oiss@msu.edu   Web: www.oiss.msu.edu		
<b>SAMPLE</b>				
<b>THIS SECTION TO BE COMPLETED BY THE STUDENT:</b>				
Last Name: SMITH		First Name: JOHN		
Date of Birth (mm/dd/yyyy): 01 / 01 / 1901		PID #: A 12345678	SEVIS ID #: N000124567	
OPT Start Date: 01 / 01 / 13		OPT End Date: 12 / 31 / 13		
<b>NOTE:</b> The beginning date is the earliest possible date up to 60 days after program end date that student can begin employment. The accumulation of 90 days of unemployment will begin accruing on this date.) You MUST stop working on campus upon your completion/graduation date, unless you have received your Employment Authorization Document/card in-hand with valid start date and employment is directly related to your course of study.				
<input checked="" type="checkbox"/> I attest that I have not engaged in unauthorized employment off-campus.				
Signature of Student: _____		Date: 09 / 20 / 12		
<b>THIS SECTION TO BE COMPLETED BY ACADEMIC/GRADUATE ADVISOR/MAJOR PROFESSOR:</b>				
Student's Major (Field of Study): PHYSICS				
Program Level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input checked="" type="checkbox"/> Doctoral <input type="checkbox"/> Other (Specify)				
Expected Completion Date of Degree Requirements (mm/dd/yyyy): 12 / 14 / 12				
Expected completion date of degree requirements will vary according to degree level and/or program track. Please refer to the academic calendar for current information: <a href="http://reg.msu.edu/ROInfo/Calendar/Academic.asp">http://reg.msu.edu/ROInfo/Calendar/Academic.asp</a>				
<b>Undergraduate</b>	<b>Master's – Thesis</b>	<b>Master's – Comprehensive Exam</b>	<b>Master's - Other</b>	<b>Doctoral</b>
<ul style="list-style-type: none"><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Thesis defense date * or,</li><li>• Thesis submission date* or,</li><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Comprehensive exam date or,</li><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Last day of final exams in graduating semester **</li></ul>	<ul style="list-style-type: none"><li>• Dissertation defense date* or,</li><li>• Dissertation submission date* or,</li><li>• Last day of final exams in graduating semester **</li></ul>
<b>*NOTE:</b> In order to maintain regular F-1 student status, you must continue to register as a full-time student. In case of graduate students who have completed the thesis/dissertation defense and need to continue thesis/dissertation revisions more than 30 days into the following semester (including summer), registration in at least 1 credit will be required in order to maintain status. Master's students who wish to do this must be eligible for a reduced course load. If you have concerns about this requirement, please discuss your situation with an OISS advisor.				
<b>**NOTE:</b> You MUST be enrolled in the semester in which you graduate, including Summer.				
Academic Advisor or Major Professor (printed name): DR. ADAMS				
Department: PHYSICS		Title: PROFESSOR/ADVISOR		
Phone: (517) 355-1234		E-mail: ADAMS@MSU.EDU		
Signature: _____		Date: 09 / 20 / 12		



# APPLICATION STEP 2 – I-765

Complete all required forms and make copies of required documents.

OMB No. 1615-0040; Expires 02/28/2013

**I-765, Application For  
Employment Authorization**

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

**Do not write in this block.**

Remarks \_\_\_\_\_

A# \_\_\_\_\_

Applicant is filing under §274a.12 \_\_\_\_\_

☐ Application Approved: Employment Authorized / Extended (Circle One) until \_\_\_\_\_ (Date).  
Subject to the following conditions: \_\_\_\_\_ (Date).  
Application Denied.  
☐ Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).  
☐ Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(i).

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 CAPS) (First) (Middle) (Last) Which USCIS Office? Date(s)  
SMITH John \_\_\_\_\_

2. Other Names Used (include Maiden Name) Results (Granted or Denied - attach all documentation)

3. Address in the United States (Street Number and Name) (Apt. Number)  
Int Ctr 427 N Shaw Ln Bm 105  
(Town or City) (State/Country) (ZIP Code)  
East Lansing MI 48824

4. Country of Citizenship/Nationality  
United Kingdom

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

6. Date of Birth: (mm/dd/yyyy) 7. Gender  
01/01/1901 ☒ Male ☐ Female

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

9. Social Security Number (include all numbers you have ever used) (if any)  
123-45-6789

10. Alien Registration Number (A-Number) or I-94 Number (if any)  
12345678910

11. Have you ever before applied for employment authorization from USCIS?  
☐ Yes (If "Yes," complete below) ☒ No

12. Date of Last Entry into the U.S. (mm/dd/yyyy)  
08/01/2012

13. Place of Last Entry into the U.S.  
Detroit

14. Manner of Last Entry (Visitor, Student, etc.)  
F-1 Student

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

16. 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 from the instructions. (For example, (A)(8), (C)(17)(ii), etc.)  
( C ) ( 3 ) ( B )

17. If you entered the eligibility category, (C)(3)(C), in Question 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.  
Degree \_\_\_\_\_  
Employer's Name as listed in E-Verify \_\_\_\_\_  
Employer's E-Verify Company Identification Number or a valid E-Verify 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 "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_  
(517) 123-4567 09/23/2012

**Signature of Person Preparing Form, If Other Than Above:** I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks	Initial Receipt	Resubmitted	Relocated			Completed	
			Received	Sent	Approved	Denied	Returned

Form I-765 08/15/12 Y



# APPLICATION STEP 2 – G-1145

Complete all required forms and make copies of required documents.

**SAMPLE G-1145**

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

**Who Can Receive E-Mails and Text Messages?**

When you file an immigration form at one of the three U.S. Citizenship and Immigration Services (USCIS) Lockbox facilities, you will have the option to receive an e-mail and/or text message informing you that USCIS has accepted your application or petition. If you provide an e-mail address and a mobile phone number, you will receive both types of electronic notification (e-Notification) messages.

The three USCIS Lockbox facilities are located in Chicago, IL, Phoenix, AZ, and Lewisville, TX.

You should verify where to file by reviewing the filing instructions related to your immigration form(s). Please note that some immigration forms will continue to be filed with USCIS Service Centers or Field Offices. USCIS Service Centers or Field Offices will not provide e-mail and text message notifications at this time. USCIS will continue to expand its e-Notification messaging capabilities to include these filings.

**When Will I Be Notified?**

USCIS will notify you within 24 hours of accepting your immigration form(s).

**What Will the E-Mail or Text Message Include?**

The message will provide a receipt number as information but will not constitute official notice of acceptance. The e-mail notice will also provide a brief statement on how to get additional information about the status of your case.

USCIS will then send the official receipt notice, Form I-797C, Notice of Action, to the person seeking the benefit or the person's representative, as appropriate, via the U.S. Postal Service. There will be no e-Notification for acceptance of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. E-mail or text messages that cannot be delivered will not be retransmitted.

**What If I Want to Submit Multiple Applications?**

If you are submitting multiple immigration forms for one applicant, please clip this entire form with the e-mail address and/or mobile phone number (see below) to the front of the first immigration form of the package. You will receive a separate e-mail and/or text message for each accepted immigration form.

For representatives who file multiple unrelated immigration forms in one envelope, and who want their clients to receive e-Notification(s), this form, with the notification information

OMB No. 1615-0109  
**Form G-1145, E-Notification of Application/Petition Acceptance**

**Does the E-Notification Grant Any Type of Status or Benefit?**

No. The e-mail or text message does not grant any immigration status or benefit. You may not present a copy of the e-mail or text message as evidence that USCIS has granted you any immigration status or benefit. Receipt of the transmission cannot be used as supporting evidence for other benefits.

**Will USCIS Cover My Costs to Receive E-Mails and Text Messages?**

No. USCIS assumes no legal responsibility for your costs to receive e-mail and/or text messages. USCIS will not reimburse you for any costs related to e-Notification.

**How Can I Request E-Mails or Text Messages?**

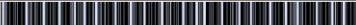
If you submit your immigration form(s) to a USCIS lockbox facility and include your e-mail and/or mobile phone number in the appropriate box below, USCIS will use this information as permission to send an e-Notification to you. If you reside overseas and file Form G-1145, you will not be able to receive a text message notifying you that your application/petition has been accepted.

**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 three 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 Products Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0109. This form expires May, 31, 2012. **Do not mail your application 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 <div>SMITH</div>	Applicant/Petitioner Full First Name <div>John</div>	Applicant/Petitioner Full Middle Name <div></div>
E-Mail Address <div>smith@msu.edu</div>	Mobile Phone Number (Text Message) <div>(517) 123-4567</div>	

Form G-1145 (Rev. 05/25/11) Y

# APPLICATION STEP 2 – Photos

Complete all required forms and make copies of required documents.

## PHOTO REQUIREMENTS

- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the photo
- Photos must be taken within the past 30 days

# APPLICATION STEP 2 – Photos

## WELL COMPOSED PHOTO COMPOSITION EXAMPLES





# APPLICATION STEP 2 – Payment

Complete all required forms and make copies of required documents.

**Name and Address**  
John Smith  
123 Main St.  
Anywhere, CA 98765

**Recipient**  
**SAMPLE CHECK**

**Date**  
Date: MONTH/DAY/YEAR

**Check Number**  
0151

**Pay to the Order of:**  
DEPARTMENT OF HOMELAND SECURITY

**\$** 380.00

**Three hundred eighty -----** Dollars

**Bank of America**  
bank address

**Memo**  
I-765

**Your signature**

**Memo for yourself**  
1 2 3 4 5 6 7 8 9

**Bank Routing No.**  
0 0 0 0 1 2 3 4 5 6 7 8 9

**Account No.**  
0 1 5 1

**Check No.**  
0 1 5 1

**Signature**

# APPLICATION STEP 3 – Go to OISS

See an OISS advisor with all required documents to process OPT I-

- ✓ Student Status Form - completed<sup>20</sup> by you and your academic advisor
- ✓ G1145 and I-765 forms - completed by you
- ✓ I-94 printout – (If you have an I-94 card, photocopy of both sides)
- ✓ Passport ID page - photocopy
- ✓ U.S. Visa page – photocopy
- ✓ Previous EAD card – photocopies
- ✓ CPT I-20s - Photocopies of all CPT I-20s
- ✓ 2 passport photos (Print name and SEVIS number on back)
- ✓ \$380.00 check (from a U.S. bank) made to “Department of Homeland Security” (no abbreviations)

# APPLICATION STEP 4 – OPT I-20

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- Pick up OPT I-20 from OISS

*In two business days, you will you will receive and email from OISS for pick-up*

- Sign, date, and photocopy OPT I-20
- Include the photocopy of the I-20 with OPT packet



# APPLICATION STEP 5 – Mailing

- ✗ Mail OPT packet to USCIS
- ✗ Address used on I-765 determines the filing location

## USCIS Phoenix or Dallas Lockbox

### If you live in :

### File your application at:

Alaska, Arizona,  
California, Colorado,  
Guam, Hawaii, Idaho,  
Illinois, Indiana, Iowa,  
Kansas, Michigan,  
Minnesota, Missouri,  
Montana, Nebraska,  
Nevada, North Dakota,  
Ohio, Oregon, South  
Dakota, Utah,  
Washington, Wisconsin,  
Wyoming, or Commonwealth  
of the Northern Mariana  
Islands

**USCIS Phoenix Lockbox**  
For U.S. Postal Service (USPS)  
deliveries:  
USCIS  
PO Box 21281  
Phoenix, AZ 85036  
  
For Express mail and courier service  
deliveries:  
  
USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

Alabama, Arkansas,  
Connecticut, Delaware,  
District of Columbia,  
Florida, Georgia,  
Kentucky, Louisiana,  
Maine, Maryland,  
Massachusetts,  
Mississippi, New  
Hampshire, New  
Jersey, New Mexico,  
New York, North  
Carolina, Pennsylvania,  
Puerto Rico, Rhode  
Island, South Carolina,  
Oklahoma, Tennessee,  
Texas, Vermont,  
Virginia, U.S. Virgin  
Islands, or West  
Virginia

### **USCIS Dallas Lockbox**

For U.S. Postal Service (USPS)  
Deliveries:  
USCIS  
PO Box 660867  
Dallas, TX 75266

For Express mail and courier service  
deliveries:  
USCIS  
Attn: AOS  
2501 S. State Hwy. 121, Business  
Suite 400  
Lewisville, TX 75067

# WHAT'S NEXT?

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- ✖ Receipt Notice
  - + Comes within 7-10 days to address on I-765
  - + Contains Case # that can be tracked at USCIS
- ✖ OPT Approval
  - + Takes on average 60-90 days
- ✖ Unemployment Limitations
  - + 90 days of unemployed is allowed
- ✖ Employment Reporting
  - + Submit information to OISS

# WHAT'S NEXT? *(continued)*

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- ✗ Residential Address Change Reporting

- + [www.reg.msu.edu](http://www.reg.msu.edu)

- ✗ Health Insurance

- + [ihealth@msu.edu](mailto:ihealth@msu.edu)

- ✗ Transfer/Change of Status

- + Can be done while on OPT up to 60 days of OPT end date

- ✗ After OPT

- + 60 day grace period

- + H-1B: Transition and Cap-Gap

- + 17 month extension(STEM) with Everify employer



# FREQUENTLY ASKED QUESTIONS (FAQ)

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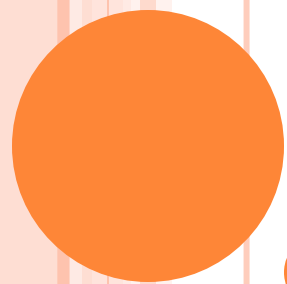
- Can I travel?
- Can I renew my visa?
- Will my OPT application be approved?
- OPT Misunderstandings (Myths)
  - OPT “Mythbusting” parts 1-4

[www.oissmsu.wordpress.com](http://www.oissmsu.wordpress.com)

# HOW TO ACCESS OUR SERVICES

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- Phone: 517-353-1720
- Email: [oiiss@msu.edu](mailto:oiiss@msu.edu)
- Calendar of Events:  
[www.oiiss.msu.edu](http://www.oiiss.msu.edu)
- Social Media:  
Facebook, Twitter, and Blog (OISSLive)
- Walk-in Hours:
  - 1-3 p.m., Mon. – Fri.
  - Room 105, International Center



# TAX PREPARATION





## GLACIER TAX PREP

- For foreign students, scholars, teachers, researchers and their dependents
- Only the Federal income tax return
- Prepare  
Form 1040 NR, Form 1040 NR-EZ, Form 8843, Form W-7, Form 2016-EZ, Form 3903 and other applicable forms
- \$ 34 per person
- Easy to understand
- Take only 20 minutes to complete a tax return
- Fast support questions



# WHAT INFORMATION DO YOU NEED TO ENTER?

- Passport
- I-20
- Social Security Number
- Enter information about your visits to the U.S.
- Current Immigration Status
- Academic Institution Details
- Bank account



H&R Block

nearby Kroger

4514 State St. Saginaw, MI 48603

(989) 791-1551

Hauman Accounting

122 S. Main Street Suite 1, Freeland, MI 48623

(989) 573 – 8027

Stephanie Hauman

[slhauman@sbcglobal.net](mailto:slhauman@sbcglobal.net)





# VOLUNTEER INCOME TAX ASSISTANCE

- Delta College  
1961 Delta Road  
University Center, MI 48710  
Room A-121 (inside the library)
- What to bring
  1. Passport
  2. Social Security Card
  3. All forms W-2 for wages or forms 1099
  4. Bank account information
  5. Last year's tax returns (federal, state and city)
- If you have questions, please contact  
Greg Hubner at [gregoryhubner@delta.edu](mailto:gregoryhubner@delta.edu).



# Michigan company forming

# Steps of forming a company

- Choose a name that no one has used.
- Fill out the related form and submit.
- Pay forming fee and renew fee by year.
- EIN application
- Business license retail license
- Open a bank account.



# Different types of company

- Sole Proprietorship
- LLC
- LLP
- Non-profit corporation
- Corporation

[http://www.michigan.gov/lara/0,4601,7-154-35299\\_61343\\_35413---,00.html](http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35413---,00.html)

# Some useful website

- <http://www.michigan.gov/lara>
- [http://www.dleg.state.mi.us/bcs\\_corp/sr\\_corp.asp](http://www.dleg.state.mi.us/bcs_corp/sr_corp.asp)
- <http://www.irs.gov/>

# 501(c)(3) Tax- exempt status

- 1)和免税目的无关的机构收入要缴税。
- 2)所有属于非营利性机构的资产都要用于免税目的，个人股东无法从增长的资产中得益。
- 3)不允许向股东分配红利

1023, 1024 表格

<http://www.irs.gov/pub/irs-pdf/f1023.pdf>