

Applying for Practical Training CPT/OPT

Jin Zhang
International Student and Scholar Services

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F-1 Employment

On-Campus

F-1 students with a valid I-20 issued for attendance at the University of Houston are generally permitted to work part-time (no more than 20 hours per week) except for official school breaks and the student's annual vacation, when it may be full-time) with the University of Houston as the employer, while they are attending the University of Houston and maintaining their F-1 status, subject to certain restrictions discussed in the F-1 visa regulations: [8 CFR 214.2\(f\)\(9\)\(i\)](#)

Off-Campus

CPT

CPT work authorization may only be granted to the internship/employment directly related to the student's major area of study and only if the student is otherwise eligible.

Student Self-Check Preliminary CPT Eligibility:

- I am in a degree-seeking program
- The information on my current I-20 matches my current degree level and major(s)
- I have always maintained my F-1 status
- I have completed one full academic year of full-time study
- My CGPA is above 3.0. If your CGPA is below 3.0, please check with your department about your eligibility for CPT

If you answer "yes" to all questions listed above, you may be eligible to apply for CPT. ISSSO will verify

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- The information on my current I-20 matches my current degree level and major(s)
- I have always maintained my F-1 status
- I have completed one full academic year of full-time study

If you answer "yes" to all questions listed above, you may be eligible to apply for CPT. ISSS will verify your eligibility after you submit your CPT application.

 [CPT Application Process Flow Chart](#)

-  [Undergraduate CPT Application](#)
-  [Graduate CPT Application](#)

ISSS

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F-1

Maintaining F-1 status

Reduce Course Load

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On Campus

Off Campus

I20 Program Extension

International Student On Academic Suspension

Sevis Transfer Procedures

Student Self-Check Preliminary CPT Eligibility

- () I am in a degree seeking program
- () The information on my current I-20 matches my current degree level and major
- () I have always maintained my F-1 status
- () I have completed one full academic year of full-time study
- () My CGOA is above 3.0.
- **If you answer “yes” to all questions listed above, you may be eligible to apply for CPT. ISSS will verify your eligibility after you submit your CPT application.**

CPT Options

- **Option 1:** Required for the academic curriculum for all students in the program. The student will not receive course credit. In order to be eligible, student must have the “Experience Track” sub plan in the system.
- **Option 2:** Required practicum or internship course taken for course credit.
- **Option 3:** Not required by the academic curriculum, but the student is registered in a credited course which requires CPT to complete the course.
- **Option 4:** Required research for thesis/dissertation (i.e. essential to completion of thesis or dissertation).

CPT Application Form

Student Center North, Room 203, Houston, TX 77204-3024 • Phone: (713) 743-5065 • Fax: (713) 743-5079 • <http://uh.edu/oiss>

F-1 GRADUATE STUDENT CPT APPLICATION FORM

Step 1: Student Information and statement

Family name:	Given name	Student ID:	
Major:	Degree: <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	Thesis/Dissertation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected graduation:
Request effective for (semester/year):	Will you have a graduate assistantship during this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you have a DSTF during this semester? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email address:		

Copy the statement in the space below: I will not start CPT until I have received CPT authorization on my I-20 and I will only work during the authorized period on page 2 of the I-20.

Signature:	Date:	Phone:
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Step 2: Student Request

Curricular Practical Training (CPT): Part-time (20 hrs/week or less) Full-time (summer only or authorized final semester)

Select one of the options:

- Option 1:** CPT is required for the academic curriculum for all students in the program. The student will not receive course credit. The student may register through UH COOP program. The "Experience Track" sub plan must be added to the student record in order to be eligible.
- Option 2:** CPT is required practicum or internship course.
- Option 3:** CPT is not required by the academic curriculum, but the student is registered in a credited course which requires CPT to complete the course.
- Option 4:** CPT is required research for thesis / dissertation (i.e. essential to completion of thesis or dissertation).

I am requesting a CPT start date of _____ AND I have registered for classes for the current or next semester, including summer, as applicable.

Reduced Course Load (RCL) while participating in CPT in my final semester (*All signatures are required for step 4) - I am requesting a:

- Reduced course load for Non-Thesis Track:** I anticipate this is my final semester and I only need _____ hours of course work to complete my degree program. If I fail to complete my degree as expected, I understand that I maybe in violation of my legal status and may need to apply for reinstatement.
- Full-time equivalency for Thesis track:** I am expecting this semester to be my final semester. I have completed all course work and I am only working on my thesis or dissertation. I am allowed to take _____ hours of thesis or dissertation. If I fail to complete my thesis/dissertation I will be required to take 9 hours in subsequent main semesters.

Note: Taking a RCL or full-time equivalency for SEVIS tracking will disqualify you for any graduate assistantship position and DSTF.

CPT Application Form

Step 3: Employer Statement of Understanding (Please attach job offer letter)

Dear Employer: The above named student is applying for employment under the U.S. Citizenship and Immigration Service program called Curricular Practical Training (CPT). The application will be reviewed by an authorized Designated School Official (DSO) at UH. Authorization will be made after review of the student's records, your job offer letter, and this application. Your job offer letter should contain the job title, a basic description of job duties, hours of employment per week, job location, the start date, and ending date (if known). **Work authorization for this student must be renewed each semester.** The proof of authorization will be indicated on p. 2 of the student's SEVIS (Student & Exchange Visitor Information System) generated I-20. This I-20 information, including the employer name, will be in the SEVIS records (see page 31 of the I-9 Employer Handbook for a sample I-20). The student will receive a grade for the CPT. The signature below does not obligate the employer in anyway. It is a statement of understanding about the nature of the student's authorization to work. It may take 5-10 working days to complete the authorization process. The student should not start or continue the CPT without valid authorization on page 2 of the I-20.

"As the employer (or representative thereof), I understand that the authorization for this employment will be through the CPT program. I have attached a job offer letter. Employment is contingent on the student producing proper work authorization each semester."

Employer _____ Signature _____ Title _____ Date _____

Step 4: Academic Certifying Signatures

Academic Approval: *I have reviewed the student's job offer letter and believe that it represents a valid training opportunity that is related to the student's major. Please check "Approved" or "Not Approved".*

<input type="checkbox"/> Approved	Academic Advisor:	Date:	Comments:
<input type="checkbox"/> Not approved	Signature: _____ Initial by RCC (Bauer Students only): _____		
<input type="checkbox"/> Approved	Chair:	Date:	
<input type="checkbox"/> Not approved	Signature: _____		
<input type="checkbox"/> Approved	College Dean:	Date:	
<input type="checkbox"/> Not approved	Signature: _____		

Step 5: Experience Sub Plan and Course Registration

Student has registered for the appropriate course for: fall _____ spring _____ summer _____

Option 1: The student's "Experience Track" sub plan has been updated in PeopleSoft; and

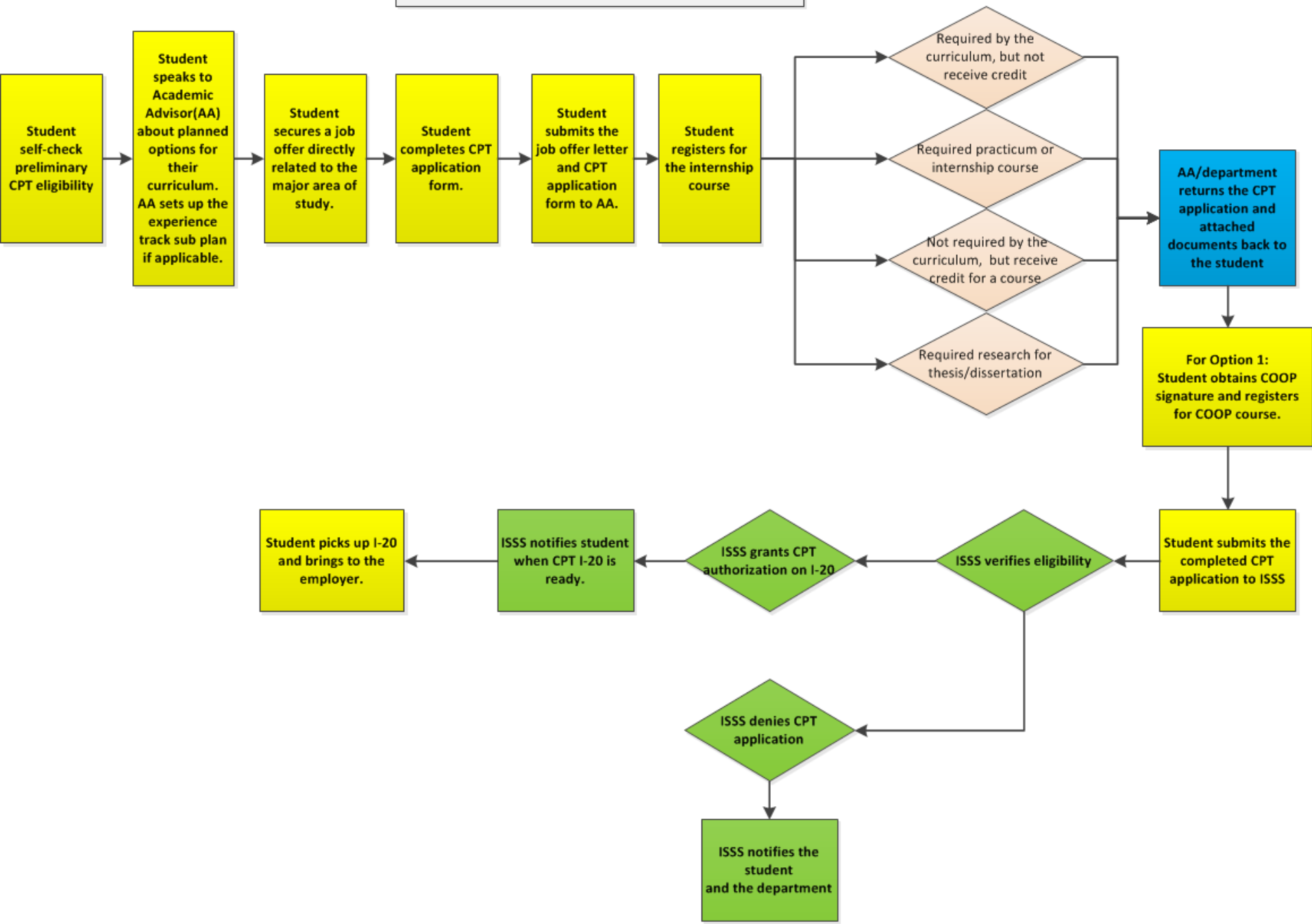
The student is required to register through the UH COOP program. COOP Signature _____ Date _____

For COOP registration, please go to the COOP Office, Room 312, Engineering Building 2 <http://career.egr.uh.edu/students/coop>

Option 2, 3 & 4: The student has registered for the credit course: Course Title: _____ Course number: _____

Academic Department Signature (Required for Option 2, 3 & 4 only) _____ Date _____

CPT Application Process Flow



CPT Authorization

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0001234567

NAME: UH Cougar

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	FULL TIME	APPROVED	19 SEPTEMBER 2016	15 DECEMBER 2016

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
CPT	19 SEPTEMBER 2016 - 15 DECEMBER 2016		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Borehole Seismic, LLC	19 SEPTEMBER 2016	15 DECEMBER 2016	HOUSTON, TX

CHANGE OF STATUS/CAP-GAP EXTENSION

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AUTHORIZED REDUCED COURSE LOAD

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CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
22 AUGUST 2016	15 DECEMBER 2016

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____

How to Apply for OPT

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[How To Apply For STEM Extension](#)

[H-1B Cap Gap Extension](#)

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[90/150 Day Unemployment Rules](#)

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How to apply for Optional Practical Training (OPT)

1. [Download the instructions and application forms](#)
2. [Schedule an OPT group appointment to join the group session](#)
3. Bring the completed forms and required items to the OPT group appointment
 - Current I-20
 - Passport(s) that is valid for six months into the future and most recent visa page
 - I-94
 - Change of status approval notice (I-797) if you changed your status in the U.S. and have not left the U.S.
 - EAD card if you have any
 - Completed "Academic Verification & Student Responsibility" form signed by your academic advisor
 - OPT APPLICATION CHECKLIST
 - OPT SELF REPORT
 - [Form I-765](#)
 - [Form G-1145](#)
 - 2 color passport-type photos taken within 6 months
 - A personal check payable to the U.S. Department of Homeland Security for \$410
4. Follow the instructions provided by the counselor during your OPT group appointment

Download the Forms

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST

International Student and Scholar Services

Student Center North, Room N203, Houston, TX 77204-3024 • Phone: (713) 743-5065 • Fax: (713) 743-5079 • <http://uh.edu/oisss>

Post Completion Optional Practical Training (OPT)

Preparation Checklist

- Complete the attached forms on pages 2 & 3, including the required signature from your department (engineering students require additional signature). You **must** complete this step prior to attending an OPT group appointment.
- Obtain 2 color “passport type” photographs (directions on separate page).
 - ✓ *The Creation Station in the University Center Underground will do the photos correctly for \$10.*
- Schedule an appointment with International Student & Scholar Services (ISSS). OPT application appointments are in a group setting. (This will show as a green color on the appointment calendar for each advisor)

Appointment Checklist

Bring the following:

- Current I-20, passport(s) that is valid for six months into the future and most recent visa page, and I-94 printout.
- Have the attached “Academic Verification” form signed.
- Complete form I-765. This form can be downloaded at <http://www.uscis.gov/files/form/I-765.pdf>
Question 16 should be coded (c) (3) (B).
- Complete form G-1145. This form can be downloaded at <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>

ISSS does the following:

- Requests a new I-20 from SEVIS with a recommendation for OPT.
- Reviews application for accuracy and answers any questions during the OPT session.
- Supplies an envelope with a mailing label for you to mail your completed application to USCIS.
- A plastic bag for your passport photos

Mailing Checklist

Note: *You are responsible for mailing your application to USCIS in a timely manner. Your application must arrive at the Service Center **WITHIN 30 DAYS** of your OPT appointment or before the end of your grace period, whichever occurs sooner.*

- Pick up your new I-20 and other submitted documents from ISSS.
- Mail the following documents in the envelope provided:
 - 1) G-1145 Delivery Confirmation form
 - 2) I-765 application form
 - Check or money order for **\$410** payable to **U.S. Department of Homeland Security**
 - Passport photos in plastic envelope, stapled to I-765 with the check.
 - 4) Photocopy of new I-20 with OPT recommendation on p. 2. **You keep the original.**
 - 5) Photocopy of passport photo page including expiration date and most recent visa page.
 - 6) CPT screenshot(if you did CPT during degree program)

Academic Verification Form

UNIVERSITY of HOUSTON | ISSS

University Center North, Room 203. Houston, TX 77204-3024 ☎ Phone: (713) 743-5065 ☎ Fax: (713) 743-5079 🌐 <http://uh.edu/oisss>

POST COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) ACADEMIC VERIFICATION & STUDENT RESPONSIBILITY FORM

Student: Print your name below and take this form to your department for the required signature(s). **Note:** *The Engineering College requires the signature of the Dean and additional procedures that the student must follow to apply for this program.*

Student's name _____ PS ID: _____ Date _____

ACADEMIC VERIFICATION

– College or Departmental Signature Required –

This section needs to be signed by the Dean, Dissertation/Thesis Advisor, OR the student's Academic Advisor. The student is applying for Optional Practical Training (OPT), which is available through the Department of Homeland Security (DHS). It allows an F-1 international student to work for up to one year in a field related to his/her major. In order to recommend the student for this post-completion practical training, we need to know the expected completion date. A student is allowed to apply 90 days before the completion of studies. It is helpful for the student to apply as early as allowed under law, since it may take up to three months to process the Employment Authorization Card from DHS. If the student does not complete the degree when expected, the Employment Authorization Card may be cancelled as long as the OPT start date has not begun. If the card is cancelled the student may reapply for OPT. If you have any questions, please call #35065 and ask to speak to an International Student Counselor. **NOTE:** Engineering majors have additional steps to follow. Please check with your department before attending a group OPT appointment.

1. This student has applied/will apply for graduation at the following degree level (please circle one):

Bachelor

Masters

Doctorate

2. This student is expected to complete/has completed all degree requirements on ____/____/____.

(Usually the official closing of the semester or may be when the thesis or dissertation is submitted.)

Academic or Thesis/Dissertation
Advisor _____

Signature _____ Date _____

Associate Dean of College _____
(Engineering Only)

Signature _____ Date _____

Please return the form to the student.

F-1 STUDENT RESPONSIBILITY

I-765 Application Form



Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
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► **START HERE - Type or print in black ink.**

Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a. Initial permission to accept employment.
- 1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the**

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

Additional Information.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
-
- 3.a. Family Name (Last Name)

Schedule OPT Group Appointment

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How to request an H-1B Cap-Gap I-20

Walk-in hours

Student Center North. Room 203

4465 University Dr.

Houston, TX 77204-3024

713.743.5065 voice

713.743.5079 fax

Contact Us

Office Hours

	Spring/Fall	Summer
Monday	8am - 6pm	8am - 5pm
Tuesday	8am - 6pm	8am - 5pm
Wednesday	8am - 5pm	8am - 5pm
Thursday	8am - 5pm	8am - 5pm
Friday	8am - 5pm	8am - 5pm

Walk-in Hours

To see an International Student Counselor for quick questions or urgent matters, Please visit ISSS during the walk-in hours:

Monday to Friday - 1:30 PM to 2:30 PM

Address:

University of Houston

International Student and Scholar Services

Student Center North. Room 203

4465 University Dr.


Houston, TX 77204-3024

USA

Phone:

(713) 743-5065

Upcoming OPT Groups

Please download, complete and bring the  Post Completion Optional Practical Training (OPT) forms.

Jason Scherzer

(50 Students)

February 7, 2020

9:00 am – 12:00 pm

Jessika Jones

(50 Students)

February 13, 2020

1:30 pm – 4:00 pm

Stefan Johnsson

(50 Students)

February 19, 2020

9:00 am – 12:00 pm

Ida Thompson

(35 Students)

February 25, 2020

9:00am to 12:00pm

Jin Zhang

(50 Students)

February 28, 2020

9:00am – 12:00 pm

Mail Application to USCIS

- Two passport photos in the given plastic zip bag
- Personal check payable to the U.S. Department of Homeland Security in amount of \$410 or G-1450 if pay by a credit card
- Form G-1145
- Form I-765
- **Copy** of your I-20 page 1 and 2
- SEVIS screen shot of your CPT if you had any
- Copy of your passport and visa page
- Copy of your I-94
- Copy of your change of status approval notice (I-797) if you had
- Copy of your previous EAD card if you had

EAD Granted by USCIS

U.S. DEPARTMENT OF HOMELAND SECURITY, U. S. Citizenship and Immigration Services

EMPLOYMENT AUTHORIZATION CARD

The person identified is authorized to work in the U.S. for the validity of this card.

NAME Cougar, Joe

Joe R. Cougar



A# ### -### -###

CARD # SRC#####

Birthdate Category Sex
MM/DD/YY C03B M

Country of Birth
China, People's Republic of
Terms And Conditions

Student: post-completion opt

fingerprint
not
available

NOT VALID FOR REENTRY TO U.S.

CARD VALID FROM 02/11/09 EXPIRES 02/10/10

Any Questions?



Thank You!

