





PLEASE NOTE YOU MAY APPLY FOR OPT:

1. 90 DAYS BEFORE THE END OF YOUR ACADEMIC PROGRAM AND MUST BE SUBMITTED NO LATER THAN 60 DAYS AFTER THE END OF YOUR ACADEMIC PROGRAM
2. DURATION OF OPT IS UP TO 12 MONTHS OF EMPLOYMENT

IMPORTANT NOTICE: YOU ARE REQUIRED TO:

1. NOT ENGAGE IN EMPLOYMENT PRIOR TO RECEIVING YOUR EAD CARD
2. PROVIDE A COPY OF THE FRONT AND BACK OF YOUR EAD CARD TO YOUR ISA VIA EMAIL: ISA@CALUMS.EDU
3. REPORT ANY AND ALL EMPLOYMENT CHANGES TO YOUR ISA WITHIN 10 DAYS OF ANY CHANGE.
4. NOT BE UNEMPLOYED FOR MORE THAN 90 DAYS TOTAL BETWEEN YOUR OPT START DATE AND END DATE.
5. SEND AN ORIGINAL COLORED COPY OF YOUR EMPLOYMENT OFFER LETTER SIGNED BY THE EMPLOYER VIA THE U.S. POSTAL SERVICE, TO THE ISA WITHIN 90 DAYS FROM YOUR OPT START DATE.
6. SEND YOUR OPT PACKET TO USCIS WITHIN 30 DAYS OF THE SEVIS RECOMMENDATION.

SEND OFFER LETTER TO:

**CALUMS**

**Attn: International Student Advisor**

**1126 N. Brookhurst St. Suite 200**

**Anaheim, CA 92801**

You may track the OPT application here: <https://egov.uscis.gov/casestatus/landing.do>

**\*\*\* Keep ALL receipts from USCIS\*\*\***

TRAVEL REGULATIONS WHILE YOUR OPT APPLICATION IS PENDING OR AFTER HAVE RECEIVED YOUR EAD WORK AUTHORIZATION CARD.

1. If you have completed your academic program, have applied for OPT and your application is pending:

It is highly suggested that you do not travel outside of the U.S. prior to being approved for OPT. While your application is pending, your departure from the U.S. may be viewed by USCIS as your forfeiture of OPT and may lead to the denial of your application.



2. If you plan to travel outside and re-enter the U.S. after you received your EAD card:

It is suggested that you travel only after securing employment. Without a secured job, you may be denied re-entry into the U.S. In addition, without employment, you are accruing unemployment. If you exceed 90 days of unemployment, your SEVIS record could be terminated for exceeding the maximum number of unemployed days.

3. If you plan to travel and re-enter the U.S. while on OPT and you have a job in place:

You must have your I-20 endorsed for traveling purposes. If you no longer reside in California, contact CalUMS at least 2 weeks before your departure so that we can prepare and endorse your new I-20. For re-entry into the U.S., you will have to present your valid passport, valid visa, I-20 with travel signature, and your EAD work authorization card. In addition, you should carry a letter from your employer on company letterhead certifying your travel and expected return date to employment.

\*\*\* PLEASE NOTE: WHILE ON OPT, THE ENDORSEMENT SIGNATURE ON PAGE 2 OF YOUR I-20 FROM YOUR INTERNATIONAL STUDENT ADVISOR IS ONLY VALID FOR 12 MONTHS\*\*\*

OPT is a work authorization that is a benefit of your visa, you will still be on F-1 status while you are on OPT. While on OPT you must always notify your International Student Advisor within the 10 days of any employment changes or address change.

Once you complete your OPT as indicated by the end date on your EAD card, you must depart the U.S. within the remaining grace period, change to a new visa status, return to pursue a new program of study or transfer to another institution. The transfer procedure must be completed within the remaining grace period after your OPT ends. In order to transfer, you must have completed the Clearance form, Exit form, and submit required documents for a transfer.