

The background features a dark blue gradient with a starry space pattern. Overlaid on this are several circular gauges or dials with white markings and numbers, some of which are partially obscured by the text. The gauges have various scales and arrows, suggesting a technical or scientific theme.

# **OPT INFO SESSION**

**GETTING THE INTERVIEW.**

**GETTING THE JOB.**

# APPLYING FOR JOBS:

## BE SMART, GET A HEAD START!

### DO YOUR RESEARCH.

- Make sure this is an organization you're interested in.
- Check Glassdoor or [MyVisaJobs](#) reviews to get an idea of how current employees feel about the organization.
- What's your ultimate goal? If it's H1B, check to see if they've ever applied before ([GoinGlobal](#))
- Don't apply for every job that you see.

# THE COVER LETTER

- **DON'T use a template!**
  - **If you don't put in the effort, why should they?**
- **DON'T restate everything that's already in your resume.**
  - **Why would they need to read it twice?**
- **REMEMBER that the person reviewing applications may be reading hundreds of cover letters and resumes.**
  - **What will make yours stand out?**
- **DON'T ignore the job description they posted.**
  - **Read it and reread it. Ask yourself how you fit each of the requirements. Include keywords (job functions, requirements, etc.) from the job description.**

# SOFT SKILLS?

**You have a lot of hard skills (skills necessary for the job) on your resume, but so do *MANY* people.**

**SOFT SKILLS:** interpersonal traits or “people” skills

- **How do you show them you’re a hard worker?**
- **How do you show them you can listen?**
- **How do you demonstrate your communication skills?**
- **How do you show them you’re an innovator? Or a critical thinker?**

# A FEW EXAMPLES OF **SOFT SKILLS**:

**Nonverbal  
communication**

**Creativity**

**Critical thinking**

**Flexible**

**Innovator**

**Logical thinking**

**Problem solving**

**Resourceful**

**Troubleshooting**

**Collaborative**

**Multi-tasker**

**Organized**

**Self-directed**

**Time management**

# **DRESS TO IMPRESS**

- Appropriate clothing**
- Neat/clean appearance**
- Arrive early so you can double-check everything and so you don't feel rushed**

# **THE IMPORTANCE OF AN INTERVIEW**

- **Culture of the office - do you fit?**
- **Tons of qualified applicants**
  - **Do they like you?**
  - **What will make you stand out from 10 people?**
  - **Will they remember you?**
- **Body language/physical presentation**

# QUESTIONS? HAVE THEM READY

**Toward the end of the interview, you may be asked if you have any questions for them. You should ALWAYS have at least one question ready.**

## WHY?

- **This is your chance to show you took the time to research the company and that you really are interested.**

## HOW DO I KNOW WHAT TO ASK?

- **You could ask simple questions about what it's really like to work there:**
  - **What's the culture of the office like?**
  - **How have other employees in this role been successful?**
  - **What do you love most about your job? What do you find to be the most challenging?**



# I HAVE A JOB OFFER, NOW WHAT?

- **Always be on time**
- **Report your employment to the SEVP Portal; know all of your reporting requirements**
- **If requesting time off, request it early**

# THINGS TO THINK ABOUT:

It will always be in your best interest to follow all regulations of your visa carefully. Despite what you may have heard from friends you should do your own research.

## WHEN IN DOUBT, RESEARCH IT OUT!

- **KNOW YOUR RIGHTS:** All employers in the U.S. should be following State and Federal labor regulations. Look up your State's and see what your rights are as a worker.
- **KNOW THAT YOU HAVE A VOICE:** It may be scary to think about reporting something that you feel is wrong, but nothing will change if no one speaks up. If you feel you're being treated unfairly or that you're being taken advantage of, speak up.
- **READ BEFORE YOU SIGN:** If your employer asks you to sign a contract, be sure that you read it carefully before you sign. If you have questions about part of it, let them know or consult an attorney for clarification.

# RED FLAGS:

## DOES YOUR EMPLOYER DO ANY OF THE FOLLOWING?

- Does your employer ask for or keep your passport?
- Does your employer refuse to give you your pay stubs/salary slips?
- Does your employer refuse to pay you on a biweekly or monthly basis?
- Is your employer refusing to pay you at certain times?
- Does your employer refuse to answer questions via email?
- Is your employer offering you a “guest house” to stay in?
- Does your employer intimidate or threaten you if you try to leave the company? Are they saying they will sue you if you change jobs?
- Does your employer ask you to pay for visas or processing in cash?

# RESOURCES:

## **Fair Labor Standards Act (FLSA) information:**

- <https://www.dol.gov/whd/flsa/>
- <https://www.dol.gov/whd/regs/compliance/hrg.htm>

## **Report fraudulent employers to Homeland Security Investigations:**

- <https://www.ice.gov/webform/hsi-tip-form>
- **The form can be submitted anonymously**

# THINGS TO TRY TO AVOID

- Changing jobs every few months (unless you're a contract worker)**
- Quitting a job without informing your employer/supervisor**
- Telling an employer false information**
- Isolating yourself from your coworkers in the office**

# IS IT IMPORTANT FOR MY COWORKERS TO LIKE ME?

**The answer is YES and NO.**

**You COULD choose to never talk to your coworkers and still be great at your job but getting to know the people you work with usually makes your job more fun and if no one knows you, you may have a smaller chance of being promoted.**

**Also, there's the saying "it's not WHAT you know but WHO you know" for a reason.**

**If you NETWORK and meet more people and they LIKE you, they may reach out to you when they hear of openings or RECOMMEND you to potential employers or for promotions.**

**I DON'T GET IT, THIS IS TOO MUCH INFORMATION.  
ARE THERE BOOKS ABOUT THIS?**

**GREAT QUESTION! AND YES!**

- [What color is your parachute?](#) by Richard N. Bolles
- [How to Win Friends & Influence People](#) by Dale Carnegie
- [Blink](#) by Malcolm Gladwell
- [Popular](#) by Mitch Prinstein

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# OPT INFO SESSION

**APPLYING & REPORTING**



# WHAT IS OPT?

- **Benefit of your F-1 visa.**
- **Allows students to work off-campus after graduation**
- **You do not have to have a job when you apply.**

# ARE YOU ELIGIBLE?

## HAVE YOU...

- Maintained your F-1 status?**
- Completed 1 fall and spring semester?**
- Are you getting a Bachelors, Masters, or Doctorate from UMKC?**
- Have a valid, unexpired passport?**
- Are you DEFINITELY graduating this semester?** Study hard and pass all of your classes. Make sure you know your department's rules about grades and required GPA's for graduation. Once you have been approved, it is almost impossible to cancel your OPT.

# WARNING!

**If you find out you will not graduate this semester, you MUST let us know **AS SOON AS POSSIBLE****

**Otherwise, you may fall out of status and lose your OPT. Trying to cancel an OPT application can be risky, and sometimes almost impossible, depending on timing.**

# WHAT ELSE DO I NEED TO KNOW ABOUT OPT?

- You can apply for OPT after each degree level (Bachelor's, Master's, and Doctorate).
- If you have done two degrees at the same level, you **DO NOT** get two OPTs.
- Can work for multiple employers
- You **MUST** work more than 20 hours per week

# WILL DOING CPT AFFECT MY OPT?

**ONLY IF YOU'VE DONE:**

**365 days of FULL-TIME CPT=ineligible for OPT**

**Part-Time CPT will **NOT** affect your OPT.**

# I'M A **DOCTORATE** STUDENT, WHAT IF I'M STILL WORKING ON MY DISSERTATION?

You can still apply for OPT.

You just need to **DEFEND** your dissertation before your 12 month OPT period ends.

**MOST IMPORTANTLY!**

**YOUR JOB MUST BE DIRECTLY RELATED TO  
YOUR FIELD OF STUDY**

**You will be required to submit a description of how your employment is related to your field of study once you have access to your SEVP Portal (which is after your OPT request has been approved by USCIS).**

# STEPS TO **APPLY** FOR OPT:

Go to our website:

[www.umkc.edu/ISAO](http://www.umkc.edu/ISAO)

- Current Students
  - OPT





# YOUR I-20 WILL BE SHORTENED TO **05/17/2019**



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: **N0000148174**

SURNAME/PRIMARY NAME	GIVEN NAME	CLASS <b>F-1</b> ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH JORDAN	COUNTRY OF CITIZENSHIP JORDAN	
DATE OF BIRTH 24 OCTOBER 1976	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME	

<b>SCHOOL INFORMATION</b>	<b>SCHOOL ADDRESS</b>
SCHOOL NAME State University of New York at Binghamton State University of New York at Binghamton	International Student & Scholar Services, Binghamton, NY 13902
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Director of International Student & Scholar Services	SCHOOL CODE AND APPROVAL DATE B0224P2803030 27 OCTOBER 2018

<b>PROGRAM OF STUDY</b>	<b>MAJOR 1</b>	<b>MAJOR 2</b>
EDUCATION LEVEL BACCALAUREATE	Industrial Engineering 14,3501	None 00,0000
NORMAL PROGRAM LENGTH 12 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 23 JUNE 2015	PROGRAM END DATE 31 MAY 2018	

<b>FINANCIALS</b>	<b>ESTIMATED AVERAGE COSTS FOR: 12 MONTHS</b>	<b>STUDENT'S FUNDING FOR: 12 MONTHS</b>
	Tuition and Fees \$ 14,200	Personal Funds \$ 5,524
	Living Expenses \$ 19,200	Aid/Scholarship-Tuition Scholar \$ 27,876
	Expenses of Dependents (D) \$ 6,000	Funds From Another Source \$
	33400 \$ 0	On-Campus Employment \$
	TOTAL \$ 39,400	TOTAL \$ 33,400

**REMARKS**

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.20(c)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: Student & Scholar Services	DIRECTOR OF INTERNATIONAL Student & Scholar Services	DATE ISSUED 23 June 2015	PLACE ISSUED Binghamton, NY
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**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records accessed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

SIGNATURE OF:	<input checked="" type="checkbox"/>	DATE
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country) DATE



# HOW DO I CHOOSE MY **START DATE?**

The **LATEST** start date you can choose for your OPT is 60 days after **05/17/2019** which is:

- **July 16, 2019**

**PLEASE REMEMBER:** If you choose a later start date because you don't have a job offer yet, and then you end up getting a job that wants you to start earlier:

- You **CANNOT** begin work until the **START DATE** listed on your EAD card.
- You **CANNOT** start working until you have your physical EAD card.
- Once you submit your OPT packet to USCIS, it is almost impossible to change your start date.

# **IMPORTANT: MAILING DEADLINE**

**USCIS must receive your OPT packet within **30 days** from the date that your new OPT I-20 was signed by ISAO.**

**Failure to send your packet in a timely manner will most likely result in an automatic denial.**

# HOW DO I KNOW IF USCIS RECEIVED IT?

You should always send it with a tracking number so you know exactly when it was delivered. A week or so after you send it, USCIS will send out an I-797 Notice of Action (Receipt) with your receipt number. Your receipt number is what you will use to track the status of your application.

Receipt number

To check your status: Google  
"USCIS Case Status" and enter  
this receipt number

U.S. Department of Justice Immigration and Naturalization Service		Notice of Action	
<b>THE UNITED STATES OF AMERICA</b>			
RECEIPT NUMBER LIN-01-01A-53334	CASE TYPE I765	APPLICATION FOR EMPLOYMENT AUTHORIZATION	
RECEIVED DATE October 21, 2002	PRIORITY DATE	APPLICANT PAREKH, DHARMESH D.	
NOTICE DATE October 24, 2002	PAGE 1 of 1		
DHARMESH D. PAREKH C/O CAROL FLEISHER NS2 MEMORIAL UNION COLUMBIA MO 65211-7030		Notice Type: Receipt Notice Amount received: \$ 120.00 Class requested: C031	
<p>The above application for an Employment Authorization Document (EAD), Form I-765, has been received. Processing time is approximately 90 days from the date of this receipt notice.</p> <p>A Notice of Action, Form I-797, will be sent to you at the address listed above when a decision on this case is made.</p> <p>If any of the above information is incorrect, or you do not receive a decision on this application within 90 days, please notify us immediately.</p> <p>Case status information is available 24 hours a day by calling the number 402-323-7830 from a touch-tone phone. You will need the receipt number listed on this notice to obtain the information.</p> <p>If inquiry is written, please attach a copy of this notice.</p> <p>If you have other questions about possible immigration benefits and services, filing information, or Immigration and Naturalization Service forms, please call the INS National Customer Service Center (NCS) at 1-800-375-5263. If you are hearing impaired, please call our TDD at 1-800-767-1833.</p> <p>If you have access to the Internet, you can also visit the INS at <a href="http://www.ins.usdoj.gov">www.ins.usdoj.gov</a>. Here you can find valuable information about forms and filing instructions, and about general immigration services and benefits. At present, this site does not provide case status information.</p>			

# PLEASE!

Do not email or call our office asking for update on your OPT unless it has been “pending” for **MORE than 90 days**. When your EAD card arrives, we **WILL** email you.

Please be aware that the tracking number you receive from USCIS shows when it has been delivered to the Kansas City Post Office. From there, it must be sorted and sent to UMKC’s post office and then from there, it must be sorted again and sent to us. Our office makes two mail runs a day. **If you see your card shows as “delivered” but you have not received an email from our office, it is because we do not have your EAD card yet.**

# I HAVE MY EAD CARD!

- You are authorized to work starting on the start date on the EAD card & NOT BEFORE.
- You are still a UMKC F-1 student; you are simply an F-1 student on OPT.
- You are still required to report any changes to your visa, address, name, or marital status.
- You must REPORT any changes of address or employer through the SEVP Portal.

# WHY DO I HAVE TO **REPORT** EMPLOYMENT?

- Failing to report could cause **delays or denials** for future **OPT/STEM** or **H1-B** applications
- It is a **requirement** of your **OPT/STEM** and therefore **F-1** status

# WHERE DO I REPORT?

- **You must report through the SEVP Portal.**
- **You can access the SEVP Portal at:**  
<https://sevp.ice.gov/opt/>





# **WHEN WILL I HAVE ACCESS?**

**When your OPT/STEM OPT has been approved by USCIS and when the start date listed on your EAD card has passed.**

***If you have been approved but your start date is still in the future, you will not have access since you are not authorized to begin work yet.***

# HOW DO I GET ACCESS?

- 1. You will ONLY get access to the Portal once your OPT has been approved and your start date passed**
- 2. You will receive an email to your UMKC email address ONLY from: do-not-reply.sevp@ice.dhs.gov**
- 3. The SEVP Portal is FREE. SEVP will never ask for money in an email.**
- 4. The email will contain instructions and a link that expires in 14 days. You will need your SEVIS ID (located on your I-20, start with N). If you do not see the email, check your junk mail. If it is not there either, email your ISAO advisor and they will request the email be sent again.**
- 5. If you have entered your SEVIS ID incorrectly three times, your account will be locked and you must contact your ISAO advisor to unlock it.**

# **VERY IMPORTANT:**

**Please be aware that any updates you make in the SEVP Portal will only update SEVIS and it will **NOT** update your Pathway/UMKC records.**

****YOU** will be **responsible** for **retaining ALL** of your own employment records/information.**

# STUDENTS ON 12-MONTH OPT



## You can use the Portal to:

- Update your mailing/local/physical address in the U.S.
- Update your telephone number
- Update your employer information: name, address, dates, supervisor, etc.
- View, edit/update, or delete your current and past OPT employers
- We no longer automatically print I-20s for changes in information. THIS IS NO LONGER REQUIRED. If you would like your updated I-20, fill out [form #9](#) on the International Advising page

# WHAT HAPPENS WHEN I UPDATE THE PORTAL?

- **It will automatically and immediately update your SEVIS record.**
- **We will no longer automatically print I-20s for changes in OPT/STEM employer information. THIS IS NO LONGER REQUIRED. If you would like your updated I-20, please fill out [form #9](#) which can be found on the International Advising page.**
- **Please note that any updates to your record done by an ISAO advisor will not be visible in the SEVP portal until the day after an advisor processes it which could be 2-3 business days after it was received.**

# UNEMPLOYED **MORE** THAN 90 DAYS?

- We have been notified by SEVIS that at some point they will begin **automatically** terminating students who exceed 90 days of consecutive unemployment.
  - Exceeding 90 days could affect future **STEM** or **H1B** applications.
- 
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# CAN I LEAVE THE US FOR VACATION?

[www.umkc.edu/ISAO](http://www.umkc.edu/ISAO)



➤ **Current Students**

➤ **OPT**

➤ **“Traveling on OPT While Pending or Approved?”**

# OOPS, I **LOST** MY EAD CARD

[www.umkc.edu/ISAO](http://www.umkc.edu/ISAO)



➤ **Current Students**

➤ **OPT**

➤ **12-month Post-Completion OPT: Applying & Info**

➤ **“Replace Lost or Stolen EAD Card”**



# WHAT ABOUT HEALTH INSURANCE?

**You will no longer be automatically enrolled in UMKC's medical insurance. Insurance will be your responsibility.**

**Be sure to ask your employer about health insurance for you and your family.**

**If your employer does not offer insurance coverage, you may purchase your own health insurance through Aetna or any other company you choose.**

**UMKC's student insurance is optional so, you must apply and choose to enroll here:**  
<https://www.aetnastudenthealth.com/>

**60 days AFTER last day of classes**

**Last Day of Classes**

**90 days BEFORE last day of classes**

**YOU SHOULD APPLY FOR OPT DURING THIS TIME**

All OPT start dates MUST be within this time

It may take USCIS up to or more than 90 days to approve an issue an EAD card. Even if you choose a late OPT start date, you should still apply as early as possible so that you have your EAD card in hand by your start date and can begin working.

You can still apply for OPT up to 60 days after but we don't recommend it. You may lose OPT time by applying this late because it may still take USCIS 90 days to process and approve. Just because you delay your OPT application, DOES NOT MEAN YOU WILL BE ABLE TO DELAY YOUR START DATE.

Fall: Mid-September

Fall: Mid-December

Fall: Mid-February

Spring: Mid-February

Spring: Mid-May

Spring: Mid-July

**PLEASE NOTE: Your "90 Days of Allowed Unemployment" clock will NOT start until the START DATE on your EAD card.**

# REMEMBER!

TO FIND OUR WEBSITE:

GOOGLE “**UMKC ISAO**”

TO FIND CAREER SERVICES’ WEBSITE:

GOOGLE “**UMKC CAREER SERVICES**”

The background features a dark blue gradient with faint, light blue circular patterns and numbers. The numbers, including 40, 150, 170, 180, 190, 200, 210, 220, 230, 240, 250, and 260, are arranged in a circular fashion, suggesting a clock or a circular scale. The overall aesthetic is technical and modern.

# **KNOWLEDGE IS POWER**

**IF I'M DEFINITELY GRADUATING THIS  
SEMESTER, WHEN SHOULD I APPLY?**

# **NOW**

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**QUESTIONS?**