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Immigration Advising

Student Responsibilities

North Seattle College is authorized under Federal law to enroll non-immigrant alien students.

As an international student on non-immigrant visa status, it is your responsibility to follow the appropriate regulations during your stay in the U.S. If you fail to comply with these regulations, you will be "out of status."

Being out of status means you are no longer eligible for on-campus employment, re-entry to the U.S., or any other benefits of F-1 status. Please attend orientation. If you have questions or concerns about any immigration matters, the International Programs staff will be happy to help.

The following are considered violations of your F-1 status:

- Failure to report to North's initial registration in SEVIS upon arrival
- Failure to maintain full-time registration with a minimum of 12 credits/quarter
- Failure to apply for a Program Extension if you need more time to complete your current program
- Failure to obtain a new I-20 if you change your major
- Failure to report address change to the IP office within 10 days of moving
- Unauthorized employment

F-1 Student Requests

Student requests can be made via [SCD Global](#) as outlined in the sections below.

For assistance logging into SCD Global, please review the [online request login instructions](#).

If you need copies of any previous I-20s that were issued by North Seattle College, please contact intlnorth@seattlecolleges.edu. However, please be aware that the school cannot guarantee availability of student documents. If you have lost your original I-20, please request a reprint via [SCD Global](#).

According to the Department of Homeland Security, the I-20 form must be sent directly to the student, his or her dependents, or, for minors, to the parent or guardian. Please ensure that the mailing address provided belongs to one of these individuals.

[Limited Power of Attorney Form](#)

Vacation Quarter

Students who attended school in the U.S. for three consecutive quarters may be eligible to take a vacation during the following quarter, provided they will continue to study in the U.S. for the academic term after the vacation. A vacation quarter means the student will remain in the U.S. but not study full-time. Students with questions regarding eligibility for vacations should contact the International Programs office. College level students are also allowed to take a vacation during their first summer quarter, provided that summer is not their first quarter of study after their initial entry into the country. To request a vacation quarter, you must submit a Vacation Quarter Request via [SCD Global](#) before the intended vacation quarter begins.

Leave of Absence

If you are not eligible for a vacation quarter, but you must return to your home country, you may be eligible to take a leave of absence. A leave of absence can only be for 5 months or less. If you believe you might need to take a leave of absence, please complete the Leave of Absence Request via [SCD Global](#) and consult with an advisor in the International Programs office.

Medical Leave

Students may be authorized to enroll less than full-time or, if necessary, in no classes at all due to a temporary illness or medical condition. Students requesting this authorization after the quarter has begun must stay enrolled until the authorization has been approved.

1. Complete the [Medical Verification Form](#).
 - a. Part 1 must be completed by you.
 - b. Part 2 must be completed ONLY by Medical Doctor, Doctor of Osteopathy, or Licensed Clinical Psychologist.
2. Login to [SCD Global](#).
 - a. Log-in as 'current student' using (firstName.lastName) for your username and school's email password
 - b. [Please visit here to reset your password](#) or contact IT support directly.
3. Once logged-in, navigate to **F-1 Student Services --> Additional Document Upload**.
4. Upload your completed Medical Verification Form.
5. Once approved you will be notified via email that your new I-20 is ready. It is important that you update IP office immediately if you recently changed your email or you might not receive the notification.

I-20 Extension

If you need more time to complete your studies, you must submit an I-20 Extension Request.

An expired I-20 cannot be extended. Once your I-20 expires you will be out of status. Make sure to submit the I-20 Extension Request at least 2 weeks before your I-20 expires.

How do I request an I-20 Extension?

1. Login to [SCD Global](#).
 - a. Log-in as 'current student' using (firstName.lastName) for your username and school's email password
 - b. [Please visit here to reset your password](#) or contact IT support directly.
2. Once logged-in, navigate to **Immigration Requests --> I-20 Extension**.
3. Fill the extension request form completely as it pertains to you.
4. Select your program of study.
5. If your program of study is anything other than college transfer, you will be asked to enter the email address of your program advisor.
6. Be sure to accurately enter their email (copy and paste to avoid errors).
7. Once submitted, the selected Academic Advisor will receive an email to complete their portion of the form. Once they complete their form, IP office will be notified to process your I-20 Extension request.
8. Once approved you will be notified via the email that your new I-20 is ready. It is important that you update IP office immediately if you recently changed your email or you might not receive the notification.

I-20 Change of Education Level

Who is eligible?

You are eligible for an I-20 change of education level if you meet one of the following:

- I am completing Intensive English program and starting an Associate degree at North.
- I am graduating with an Associate degree and starting a Bachelor's degree at North.
- I am graduating with an Associate degree and starting a new Associates degree at North.
- I am graduating with a college level degree and want to take additional courses at North for one or two quarters for the purpose of transferring to a four-year school

When do I request?

You may request the change of level when you are in the final quarter of your current program and no later than the first day of classes of your next program.

How do I request?

1. Login to [SCD Global](#).
 - Log-in as 'current student' using (firstName.lastName) for your username and school's email password
 - [Please visit here to reset your password](#) or contact IT support directly.
2. Once logged-in, navigate to Immigration Request --> I-20 Change of Education Level
3. Complete the form as it pertains to you.
4. Upload any necessary documents. Incomplete / improperly filled form will delay the request and risk getting denied.
5. Once submitted you will receive a confirmation email and the International Program Office will be notified and can begin processing your request.
6. Once approved you will be once again notified via the email that your new I-20 is ready. It is important that you update the International Program office immediately if you recently changed your email or you might not receive the notification.

Transfer Out

Students are generally allowed to transfer from one SEVIS-approved school to another, as long as they are maintaining status. If you are planning to transfer, but have not maintained visa status, plan to speak to the advisor at your new school about regaining F-1 status on transfer.

The information below and the [Transfer Out Guide](#) provide students with details on the process of transferring out.

Timelines for Transfer

If you are completing a program of study, you must be accepted and transfer out within the 60-day grace period following your last day of attendance. You must start at the new school at the next available start date, or within 5 months of your last day of attendance, whichever might come first. If you are completing the current academic term, but are not finishing your program,

you must transfer out and start at the new institution at the next available start date. If you wish to transfer before completing the current academic term, contact the IP Office for more guidance.

Steps for Transfer

1. Apply to the new school (submit application, financial documents, transcript, etc.) and get accepted!
2. Complete the Transfer Out Request via [SCD Global](#), uploading a copy of the new school acceptance letter and Transfer/Status Verification Form (if applicable).

After you complete the steps above, the advisor will schedule the release of your SEVIS record. Records are normally released at the end of the student's last quarter of attendance. If the final quarter has already ended, then the record will normally be released within 3-5 business days. Once the new school has your record, it will release a transfer pending I-20 for the quarter you will begin.

Once the SEVIS record has been released to your new school, your I-20 form is no longer valid. If you will travel outside the United States before transferring to the new school, be sure to use the transfer pending I-20 from your new school for re-entry.

Re-entry

The re-entry process is for students who have been "terminated" or are otherwise "out of status" and have met with an International Programs advisor to discuss their options.

Note: You must have a valid United States F-1 visa to complete this process.

1. Provide International Programs with a bank statement. It must be less than six months old and in the amount of at least the following:
 - Intensive English program: \$22,550 USD
 - College-level: \$23,250 USD
 - BAS: \$32,850 USD
2. Meet with an International Programs advisor to be issued a new I-20. (This may take 1-3 days.) The advisor will also write you a letter to verify that you are eligible to continue your studies at North.

3. Pay the I-901 fee (\$350 USD) for your new SEVIS number to the [Department of Homeland Security](#). Click the green "Pay I-901 Fee" at the top of the page.
4. Documents to bring with you when reentering the U.S.:
 - Passport with valid U.S. F-1 visa
 - New I-20 with your signature and the IP advisor signature
 - Letter of enrollment
 - Current bank statement
 - Copies of transcripts
 - Current schedule or schedule for the upcoming quarter if available
 - All old I-20s
 - I-901 SEVIS fee receipt
5. Take your trip abroad to process your new entry to the United States. (If you are traveling by airplane to your home country, make sure that the airline representative or immigration officer takes your I-94 card and stamps your passport.)
6. When you return to the United States, be sure to talk to an immigration officer and have your new entry processed. If entering from Canada, you may need to park your car, go inside and speak with an immigration officer. The officer should scan and stamp your I-20.
7. You must check in with the IP office upon your return and provide IP with a copy of your stamped I-20 and other documents.

Reinstatement

Reentry is the preferred method for fixing a student's status. Students who choose to do reinstatement are recommended to obtain legal assistance. See the [USCIS website for reinstatement paperwork](#).

On-Campus Employment

The employment information below is intended for F-1 Students only. Students with work permits or other visa types should contact International Programs for more information.

As an international student your F-1 student status allows you to work on-campus at North Seattle College (NSC). F-1 Students are not allowed to work (paid or unpaid) off-campus unless they have been authorized to do so. The U.S. government takes working illegally very seriously and it could cause a student to lose their F-1 visa status. Before accepting any kind of employment, be sure it is allowed by the F-1 regulations.

Your I-20 is your proof of work eligibility for on-campus employment at NSC and you must maintain F-1 status to be eligible for employment.

Off-Campus Employment

F-1 students must apply for and have written authorization from USCIS before beginning any type of off campus work. Working off campus without authorization is illegal. For more information regarding off-campus employment see the OPT and CPT information below.

Optional Practical Training (OPT)

Post-Completion Optional Practical Training (OPT) allows you to seek full-time employment appropriate to your academic major at the Associate degree level and the Bachelor degree level. The regulations allow only twelve months total of full-time OPT once per degree level which may be completed within a 14-month period following completion of studies. If you have participated in Curricular Practical Training or Pre-Completion OPT please discuss this with an International Programs advisor before applying for OPT. Students are eligible for 12 months of full-time OPT per academic level. For example, you may apply for 12 months of OPT after completing an Associate degree and then another 12 months after completing a Bachelor's degree.

Who is eligible to apply for OPT?

In order to be eligible for OPT you must meet the following requirements:

- Currently in F-1 status
- Enrolled full time and in status for at least 1 academic year (9 months)
- Graduation Application submitted through [ctcLink](#)
- Graduation Quarter Request submitted through [SCD Global](#)
- Passport valid for a minimum of 6 months (Expired visas do NOT prevent you from applying)

When do I apply?

You may submit your application to USCIS as early as 90 days before your program end date and no later than 60 days after your program end date. It is recommended to apply as early as possible due to the USCIS processing times.

How do I apply?

1. [Apply for graduation.](#)
2. Complete the Graduation Quarter Request through [SCD Global](#).
3. Review all sections of this page for an overview of OPT as well as [USCIS instructions for completing the I-765.](#)
4. Gather the following documents:

- [Most Recent I-94](#)
 - Copy of F-1 visa or, if applicable, copy of USCIS Approval Notice for change of status to F-1
 - Copy of passport information page
 - Copies of all I-20s that have been issued to you
 - 2 passport style color photos
 - Copies of all I-20s that have been issued to you
5. Submit your OPT Request through [SCD Global](#).
 6. Schedule an appointment with an IP advisor via [Starfish](#). OPT appointments are one hour long, so please schedule two back-to-back 30 minute appointments. If you have issues scheduling your appointment via Starfish, please contact the front desk team to assist you: intlnorth@seattlecolleges.edu.
 7. Pay the required Post Completion Services Fee online here: <https://seattlecolleges.flywire.com>
 8. Attend your appointment. During your appointment, your advisor will review your documents, issue your new I-20 with OPT recommendation, and review next steps with you. You will also have time to ask any questions about OPT you may have.
 9. Create an online account with USCIS. [See their tutorial](#) for support.
 10. Log into your USCIS account and click on the box to file a form online.
 - a. Select Application for Employment Authorization
 - b. Read through the Form Overview Page. This is important information about your request to the U.S. Government.
 - c. Go through the steps to complete the application.
 - d. Select the correct eligibility category: post-completion = (c)(3)(B); pre-completion = (c)(3)(A); stem extension = (c)(3)(C)
 - e. Upload all required documentation (I-94 record, visa, passport, photos, OPT endorsed I-20, copies of previous I-20s, and previous EAD cards). If you submit your application and pay the fee to USCIS WITHOUT having proper information in the application, USCIS will deny your OPT application AND keep your fee.
 - f. Pay the USCIS filing fee and submit your application.

Note: If you prefer to send your OPT application to USCIS by mail, please let your advisor know. You will need to complete the [I-765](#) by pdf and check [USCIS website](#) for the proper mailing address.

USCIS uses USPS to send your Receipt Notice, EAD card, and all other notices to you. It is recommended to set up mailing tracking with USPS through their website. This way you can be notified via email when your card may be arriving. When approved you will be sent an EAD card or Employment of Authorization Document card. Do not begin working until you have reached the date on your EAD card. You may begin your employment on the date listed on your EAD card.

What should I do after I receive my EAD card?

1. Create your SEVP Portal Account. Around the time you receive your EAD card in the mail, you will receive an email from the Student Exchange Visitor Program (SEVP) with a link to set up your SEVP Portal Account. If you have any difficulties accessing your SEVP Portal Account, please contact intlnorth@seattlecolleges.edu.
2. Report your OPT employment. You are responsible for reporting your employment while on OPT. Any changes in employment must be reported within 10 days of the change.
3. Provide a scan of your EAD card to International Programs via the [Student Portal](#). Choose "F-1 Practical Training" --> "EAD Upload"

Reminders:

- You are still on F-1 Status (OPT is a benefit of F-1 status).
- You may work anywhere in the U.S.
- You may have multiple employers.
- OPT is granted for full-time work (20 hours per week or more).
- There is a 90-day limitation on unemployment. You MUST work or volunteer for 20 hours or more per week and report this through your SEVP Portal. If you do NOT, then each day will count towards the 90 days of unemployment. Once you accumulate 90 days of unemployment, you are in violation of your status and must depart the US immediately.

What should I do once my OPT has ended?

You have a 60-day grace period to prepare to return home, transfer to a new school, or began a new program of study. Transferring to a new school during your OPT period will automatically cancel your remaining OPT.

OPT Frequently Asked Questions

When is the OPT Workshop?

OPT Workshops are held every quarter. Please contact intlnorth@seattlecolleges.edu for specific dates and times.

Can I travel while waiting for my OPT approval?

While you are waiting to receive your OPT card, we recommend you not to travel outside the U.S. unless you have an emergency.

Can I travel internationally while I am on OPT?

If your OPT is granted, you should be able to travel with the following documents:

- Valid F-1 visa
- Passport valid at least 6 months into the future

- Valid EAD card
- SEVIS Form I-20 with valid travel endorsement from DSO
- Employment letter(s) - It is best to have an official letter of employment

*Time spent outside the U.S. counts towards your total 90 days of unemployment unless you are employed and take approved vacation or business travel.

Will I have medical insurance while I'm on OPT?

Students that need medical insurance must pay the premium with NSC upon graduation, or by the time OPT has been granted, whichever comes first. It is important that there be no gaps in coverage. If you miss payment for one-quarter, medical insurance will be denied for the remainder of your time on OPT. If you need to purchase medical insurance while on OPT, please log into [SCD Global](#) and submit the Medical Insurance Request form.

How can I find out the status of my OPT application?

You will receive a receipt number from USCIS. You can check the status online at: <https://egov.uscis.gov/casestatus/landing.do>

Can I take classes while on OPT?

Students may study part-time while on OPT. If you are attending a new school, you must inform the school of your intention to take classes part-time while you are on OPT.

What happens if I am taking full-time classes (12 credits or more)?

Your OPT will automatically be cancelled and you will be out of status.

What if I want to transfer to a new school during my OPT?

Your OPT is automatically terminated when you transfer to another school. You must complete the Transfer Out Request via [SCDGlobal](#) to have your SEVIS record transferred to your new school.

How do I apply for Pre-Completion Optional Practical Training?

Students may apply for part-time Pre-Completion OPT which can be used to take an internship class or a practicum while still enrolled at North (prior to graduation). They should first schedule an appointment with an International Programs advisor to discuss eligibility requirements and the application process.

Post Completion Services Fee (OPT Reporting Fee)

What is the Post Completion Services Fee and how much is it?

The Post Completion Services Fee (OPT Reporting Fee) is charged to international students at Seattle Colleges who apply for post completion Optional Practical Training (OPT).

The fee will be collected by International Programs when graduating students apply for OPT. This one-time fee is \$80. This amount is subject to change.

Who pays the fee?

Graduating or recently graduated F-1 students who apply for post-completion OPT work authorization. A new OPT application on a new degree level requires a new fee payment (ex. Completing OPT at a certificate level and applying for another OPT on a higher degree level).

Do currently enrolled students pay the fee?

No, if you are currently enrolled in your degree program and not graduating at the end of the quarter, you do not pay the fee. The fee applies to students who are requesting OPT to work in the U.S. after graduation. If you participate in Curricular Practical Training (CPT) or pre-completion OPT while enrolled in your degree program, you will not be charged a fee.

When should I pay the fee?

The fee will be required for any F-1 student requesting an I-20 for post-completion OPT on or after September 16, 2022. You may apply for OPT up to 90 days before or 60 days after your I-20 completion date (graduation). After we have confirmed your eligibility to apply for OPT, you will be directed to pay the fee online. You will be required to provide a copy of your payment receipt/confirmation number during your OPT filing appointment with your advisor.

How will I pay the fee?

The fee must be paid online through this secure payment portal: <https://seattlecolleges.flywire.com>. A copy of your payment confirmation will be required when you meet with an advisor for your final OPT application review.

Why is this fee charged?

International advisors have mandatory reporting requirements to SEVP when students engage in OPT. This fee allows International Programs to maintain SEVIS records of students who are on OPT. Payment of this fee does not guarantee that you will be approved for OPT by USCIS.

Can the fee be refunded?

No, the Post Completion Services Fee cannot be refunded. Refunds will not be granted to those who change their mind about applying for OPT, submitting OPT applications late to USCIS, delays by USCIS, denial of OPT by USCIS, withdrawal of an application, failure to graduate, or any other reasons. A new OPT application submission will require a new fee payment.

Is this different from the USCIS OPT application fee?

Yes. The Post Completion Services Fee is paid to International Programs, which supports the continued reporting requirements during OPT. The USCIS OPT application fee is paid to U.S. Citizenship and Immigration Services. For more information on Form I-765 Application for Employment Authorization filing fee, please see [USCIS website](#).

STEM OPT Extension

The STEM OPT extension allows some students with STEM (science, technology, engineering, or math) degrees to apply to extend their post-completion OPT authorization. Students with STEM degrees and currently in their 12-month OPT period should review the eligibility requirements, application timeline and instructions, and reporting requirements below.

Who is eligible to apply for the STEM OPT extension?

To qualify for the 24-month STEM OPT extension, you must:

- Be in F-1 status
- Be currently working in a period of post-completion OPT
- Have a bachelor's degree or higher degree in an eligible STEM field
- Have a paid job offer that meets the following requirements:
 - The job is with an employer enrolled in the USCIS E-Verify program. Confirm with your employer to see if they are enrolled in E-Verify.
 - The job offers at least 20 hours of work per week.
 - The job will provide formal training and learning objectives directly related to your qualifying STEM degree
- Be able to complete the I-983 Training Plan with your employer

When do I apply?

USCIS must receive your STEM OPT extension application before your current Post-Completion OPT EAD card expiration date.

Apply as early as 90 days before your current Post-Completion OPT EAD card expiration date. Make sure to allow yourself sufficient time to mail your application to USCIS.

How do I apply?

Follow the steps below:

Step 1. Confirm your 12-month OPT information is correct by logging into your SEVP Portal account.

If your current address and employment information is correct, proceed to Step 2.

If your current address and/or employment information is not correct, make the necessary updates to your address and employment information before proceeding to Step 2.

Step 2. Gather the following documents:

- Completed [Form I-983 Training Plan](#)
- Completed [Form I-765](#)

- Completed [Form G-1145](#)
- Copies of all I-20s that have been issued to you
- Copy of your diploma from your most recent degree
- Copies of transcripts showing your most recent degree awarded
- [Most Recent I-94](#)
- Copy of F-1 visa or, if applicable, copy of USCIS Approval Notice for change of status
- Copy of passport information page
- Copies of all previous EAD cards
- Check or money order for \$410 payable to “U.S. Department of Homeland Security”
- 2 passport style color photos

Step 3. Submit your STEM OPT Extension Request through [SCD Global](#).

Step 4. Make an appointment with an IP advisor to have your documents reviewed and receive your new I-20 with STEM OPT Extension recommendation.

Step 5. Create your [USCIS online account](#) and submit your application online or mail your completed application with a copy of your new I-20 to USCIS.

Prior to mailing your application, make copies of all documents for your own records. Check USCIS website for mailing address.

USCIS uses USPS to send your Receipt Notice, EAD card, and all other notices to you. It is recommended to set up mailing tracking with USPS through their website. This way you can be notified via email when your card may be arriving. If approved you will be sent an EAD card or Employment of Authorization Document card.

STEM OPT Reporting Requirements

At every 6 months of your STEM OPT Extension period (6, 12, 18, and 24-month marks) you are required to report your employment to International Programs. You must report your personal information as well as your employment information, even if no changes have occurred to either. Please note the 12 months report requires you to submit the "Evaluation on Student Progress" (page 5 of the I-983) and 24 months report requires you to submit the "Final Evaluation on Student Progress" (page 5 of the I-983).

Failure to submit these 6-month reports by your reporting date is considered a violation of F-1 regulations and can jeopardize your F-1 status or future immigration benefits.

It is essential to review and understand the information on the Department of Homeland Security's Study in the States website for [STEM OPT Reporting Requirements](#).

To submit your 6-month report, please login to [SCDGlobal](#).

STEM OPT Extension Frequently Asked Questions

What type of employment can I work while on my STEM OPT Extension period?

You must work at least 20 hours per week for an employer that a) participates in the E-Verify program and b) agrees to follow all the employer requirements in the 24-month STEM rule. Unlike the 12 months OPT, volunteer/unpaid work or self-employment is not permitted under the 24-months STEM OPT Extension regulation. Please review the new guidance about acceptable types of activity during the 24-months STEM OPT Extension that is substantially different than the 12 months OPT and past guidance for the STEM Extension.

Where can I find additional government resources about the STEM OPT extension?

[STEM OPT Hub](#) – from the Student and Exchange Visitor Program (SEVP)

[Study in the States OPT Extension for STEM Students \(STEM OPT\)](#) – from U.S. Citizenship and Immigration Services (USCIS)

Where can I find my CIP code?

The CIP code is printed next to your major on page one of your I-20.

When does my 24-month extension of OPT start?

If you have properly filed for a 24-month STEM extension, the period of extension starts the day after the expiration of your original OPT period.

How much unemployment do I receive for my 24-month extension?

You will receive an additional 60 days of unemployment in addition to your 90 days of unemployment from your 12-months OPT period. If you have not used all of your initial 90 days of unemployment it is still available to you.

Can I work with an expired EAD while my 24-month extension is pending?

Yes. Your work authorization is automatically extended for up to 180 days while the 24-month STEM extension application is pending. If your employer needs information about what documents to collect as proof of extended work authorization, please refer to them to [U.S. Citizenship and Immigration Services I-9 Central](#).

Can I change employers while the 24-month extension is pending?

Yes, you can change employers while your 24-month STEM OPT extension application is pending with USCIS. Please first inform an IP advisor if you plan to change employers. Regulations state that employment changes must be reported within 10 days. Your IP adviser will provide a copy of an updated I-20 which you will need to send to USCIS.

Can I travel while waiting for my OPT approval?

While you are waiting to receive your OPT card, we recommend you not to travel outside the U.S. unless you have an emergency. This is because you may not be able to reenter the United States if you have not yet received your EAD card.

Can I travel internationally while I am on OPT?

If your OPT is granted, you should be able to travel with the following documents:

- Valid F-1 visa
- Passport valid at least 6 months into the future
- Valid EAD card
- SEVIS Form I-20 with valid travel endorsement from DSO
- Employment letter(s) - It is best to have an official letter of employment

*Time spent outside the U.S. counts towards your total 90 days of unemployment unless you are employed and take approved vacation or business travel.

Will I have medical insurance while I'm on STEM OPT Extension?

Unfortunately, North Seattle College cannot offer the student health insurance plan for STEM OPT Extension students. You will need to make sure your employer offers health insurance coverage or purchase coverage on your own.

How can I find out the status of my OPT application?

You will receive a receipt number from USCIS. You can check the status online at: <https://egov.uscis.gov/casestatus/landing.do>

Can I take classes while on OPT?

Students may study part-time while on OPT. If you are attending a new school, you must inform the school of your intention to take classes part-time while you are on OPT.

What happens if I am taking full-time classes (12 credits or more)?

Your OPT will automatically be cancelled and you will be out of status.

What if I want to transfer to a new school during my OPT?

Your OPT is automatically terminated when you transfer to another school. You must complete the transfer out process for the International Programs office at NSC to have your SEVIS record transferred to your new school.

What should I do once my OPT has ended?

You have a 60-day grace period to prepare to return home, transfer to a new school, or began a new program of study. Transferring to a new school during your OPT period will automatically cancel your OPT.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is authorization for an international student to legally work off-campus at a temporary job to gain professional experience that is directly related to the student's academic major.

CPT Employment can be part-time (20 hours per week or less) or full-time (more than 20 hours per week). It is authorized for a specific job and time period and is done during a student's academic program (cannot be used post-graduation).

Eligibility Requirements

- Must be a current F-1 student at North Seattle College.
- CPT Employment must be a degree requirement.
- Must enroll in an internship course for credit, even during an approved vacation quarter where enrollment is not required.
- CPT Employment must be directly related to the student's current NSC academic major listed on the I-20.
- Must have been enrolled as a full-time student for at least three consecutive quarters at the college level at a US institution.
- Must have a formal job offer letter.
- Students who have completed their degree requirements cannot apply for CPT.

Necessary Documents

1. A job offer letter that contains the following information:
 - The employer/company name
 - A specific start date (mm/dd/yyyy). The start date must be a future date from that date it will be approved.
 - A specific end date (mm/dd/yyyy).
 - A job title
 - A brief job description

- A physical work site address where you will conduct your job
 - Number of hours to be worked per week
 - Letter must be signed by employer and on company's letterhead
2. [CPT Recommendation Form](#) completed by the student's Department/Program Manager or Internship Coordinator.
 3. An I-20 that authorizes CPT.

Employment cannot begin until the I-20 is issued by the International Programs Office.

Role of the Program Manager or Internship

Coordinator

The student's Program Manager or Internship Coordinator completes the [CPT Recommendation Form](#) which verifies that:

1. The employment is a required part of the student's current academic major.
2. The job offer letter is applicable to the student's field of study.
3. The student will complete a course for credit in a specified quarter.

International Programs plays the following role in CPT:

1. Advises students and answers their questions about CPT.
2. Authorizes CPT for eligible F-1 students.
3. Issues an I-20 which authorizes CPT.

How to Apply

1. Schedule an appointment with an International Programs Advisor by sending an email to intlnorth@seattlecolleges.edu. At this meeting we will review CPT eligibility and the process to apply.
2. After you've met with the International Programs Advisor, schedule a meeting with your Program Manager from your academic department and have them complete the online [CPT Recommendation Form](#). Your Program Manager or Internship Coordinator will determine which internship course you will be enrolled in for the quarter(s) you will be authorized for CPT. When they submit the online form, it will be sent to International Programs automatically. Both you and your Program Manager or Internship Coordinator will be notified that the form has been received.
3. Submit the CPT Request via [SCD Global](#) and upload your job offer letter along with your request.
4. Once we have received your completed CPT Request and the completed [CPT Recommendation Form](#), we will process your request and issue a new I-20 containing the CPT authorization on the second page. We will notify you via email when your new I-20 is ready.

CPT Frequently Asked Questions

What is the earliest start date I can use for my CPT authorization?

The earliest you may begin CPT is the day after the quarter before you enroll in your CPT course ends. For example, if your CPT is in Winter Quarter, you may begin CPT the day after Fall Quarter ends.

What is the latest end date I can use for my CPT authorization?

The latest day you can work is the day before the next quarter begins. For example, if your CPT is in Winter Quarter, you may work until the day before the Spring Quarter begins.

Can my CPT Authorization be extended for multiple quarters?

CPT authorizations are not automatically extended. If you wish to extend your CPT authorization period you must complete the same steps (job offer letter, recommendation form, new I-20). If there are any changes with the current CPT authorization not involving the dates of the CPT, please contact intlnorth@seattlecolleges.edu.

What if I end my employment prior to my CPT authorization end date?

If you end your employment before your original CPT end date, you should provide our office with a letter from your employer stating the new employment end date.

Can I do CPT that is multiple quarters in length?

Yes, but you must be registered in an internship course for credit each quarter included in your CPT authorization.

Does CPT affect my available Optical Practical Training (OPT) in the future?

If you have been authorized for full-time CPT for a total of 12 full months (365 days), you will not be eligible for OPT.

Economic Hardship

In some cases, students who suffered severe economic hardship may be able to get permission from USCIS to work off-campus part-time. Normally, the circumstances must be severe enough to prevent the student's sponsor from continuing to provide adequate financial support, and must be out of the sponsor's control. Examples might include a severe natural disaster, sudden economic crisis, or severe medical issues that affect the sponsor's business.

If you have questions about applying for work permission based on severe economic hardship, email intlnorth@seattlecolleges.edu.