

Immigration

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Immigration Advising

F-1 Immigration Forms

- [Limited Power of Attorney Form](#)
- [Medical Verification Form](#)
- [CPT Recommendation Form](#)

F-1 Immigration and Practical Training Requests

All requests listed below can be made via the [Student Portal](#)

- Additional Document Upload
- Concurrent Enrollment
- EAD Upload
- CPT Request
- OPT Request
- Graduation Quarter
- I-20 Change of Education Level Request
- I-20 Change of Major
- I-20 Extension Request
- Leave of Absence Request
- Lost I-20
- OPT Report Employment
- Returning Home
- Transfer Out Request
- Vacation Quarter Request
- Shipping Request

[Online Request 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 through the Student Portal. You will need a photo ID to pick up your copies in the International Programs Office. You can also request your copies mailed to you via the Student Portal by choosing "Immigration Requests" and then "Shipping Request".

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.

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
- Illegal employment

If you require additional time to complete your degree, please see the sections about I-20 Extension and I-20 Change of Education Level.

If you are out of status, please see the sections about Re-entry and Reinstatement.

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 turn in I-20 Extension Request at least 2 weeks before your I-20 expires.

Please complete each step to request an I-20 Extension:

1. Login to the International Programs [Student Portal](#).
 - 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. Once you select your program of study, your advisor email will be displayed.
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 IEP 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 the International Programs [Student Portal](#).
 - 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 for pick up. It is important that you update the International Program office immediately if you recently changed your email or you might not receive the notification.

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. Bring an original bank statement to the International Programs office. It must be less than six months old and in the amount of at least the following:
 - IEP/ESL: \$24,500 USD
 - College-level: \$24,500 USD
 - BAS: \$33,200 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 come back to the IP office with your stamped I-20 and other documents. Meet with your IP advisor to have copies made of your immigration documents so your re-entry will be completed.

Reinstatement

Reentry is the preferred method for fixing a student's status. North Seattle College will only conduct reinstatement in special circumstances. Students who choose to do reinstatement will do so on their own or need to obtain legal assistance. See the [USCIS website for reinstatement paperwork](#).

How do I request a copy of a previous I-20?

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 through the Student Portal. You will need a photo ID to pick up your copies in the International Programs Office. You can also request your copies mailed to you via the Student Portal by choosing "Immigration Requests" and then "Shipping Request".

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.

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 Audit done through Academic Advising
- Graduation Quarter Request submitted through the [Student Portal](#)
- Claimed major
- 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 the [Student Portal](#).

3. Review all sections of this page for an overview of OPT as well as the Department of Homeland Security's [Study in the States website](#).
4. Gather the following documents:
 - [Form I-765](#)
 - [Form G-1145](#)
 - Copies of all I-20s that have been issued to you
 - [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
 - Check or money order for \$410 payable to “U.S. Department of Homeland Security”
 - 2 passport style color photos
5. Submit your OPT Request through the [Student Portal](#) prior to your second appointment.
6. Make an appointment with an IP advisor by contacting intlnorth@seattlecolleges.edu to have your documents reviewed and receive your new I-20 with OPT recommendation. During your appointment your IP advisor will review next steps with you.
7. Mail your completed application with a copy of your new I-20 to USCIS within 30 days of receiving your new I-20.

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. 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. If you are not able to attend the workshop, you may schedule an appointment to meet with an IP advisor.

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 the [Student Portal](#) and submit the Medical Insurance Request form.

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

You will receive a receipt number of application 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.

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 the [Student Portal](#).

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. 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 of application 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 the [Student Portal](#) 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 email you once it is ready.
5. Pick up your new I-20 from the front desk of International Programs.

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.