



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

PRACTICAL TRAINING INFORMATION

Types of Practical Training –

After successfully completing your studies as an international student, you have the option of participating in a **12 month paid internship** through the practical training benefit offered through the U.S. Department of Homeland Security. You are eligible for this benefit after successfully completing one of the following at Saddleback College:

1. Certificate of Achievement in a Vocational or Technical field
2. Associate Degree
3. IGETC Certification and/or University Transfer Certification.

To be **eligible** you must successfully complete one academic year and maintain your lawful status. Post completion applicants must be working towards their last semester of study at Saddleback College. An academic year is considered to be one of the following:

- a) Fall + Spring enrollment
- b) Spring + Fall enrollment

(An approved reduced course load does not affect your eligibility)

There are two types of OPT: Part-time and Fulltime

1. **Part-time – performed while you are enrolled fulltime (12 Units) and can work 20 hours per week and is counted on a 50% basis. (2 months of part-time OPT = 1 month of total OPT used)**
2. **Fulltime – Student does not need to be enrolled in school while exercising fulltime OPT after graduation or completion of a program.**

You can save all of your 12 months for when you graduate or part of your months while you are in school and the rest when you graduate. Keep in mind that application processing can take 60-90 days (two to three months) before the application is processed and approved.

STEP I

APPOINTMENTS

1. Contact the International Student Office at 949-582-4637 or by email to sc-iso@saddleback.edu to schedule an appointment with your International Student Advisor(s).
2. Schedule an appointment with your International Counselor for an evaluation of progress and a recommendation letter for this benefit. (A sample of the letter is enclosed)
3. Contact the Career Center Officer at 949-582-4575 and schedule an appointment to see what services are available. You can learn about careers, jobs, fairs, resume writing and interview skills.



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STEP II DATES

1. Know the exact employment dates that you want to work (Specific dates are required).
2. Graduates must consider the 60 day grace period.
 - a) Your start date can begin any day within the 60 day grace period.
 - b) The last day to request a start date is the 60th day.

Application -

Forms and Instructions are attached. You need to contact the International Student Office at 949-582-4637 or by email to sc-iso@saddleback.edu to schedule an appointment with your International Student Advisor(s) during office hours: Monday-Thursday between 9:00am-5:00pm. Appointment time can take between 30 and 45 minutes. During your appointment, all of your information will be reviewed and questions will be answered.

Step III

FORMS AND DOCUMENTS REQUIRED (Forms may be obtained a www.uscis.gov)

This is a formal application to the U.S. Department of Homeland Security and processing time is about 90 days.

(Most applications take a Min. of 90 days to process) A job offer is not required when you apply but it does speed up the processing time.

1. A signed Academic Counselor's Recommendation.
2. Form G-1145
3. Form I-765 (Immigration form) will be completed during your appointment.
4. 2 passport size color photos.
5. A check or money order in the amount of \$ 380.00 payable to the U.S. Dept. Of Homeland Security.
6. An original SEVIS I-20 with a practical training recommendation on page 3. (Provided by your advisor)
7. Copies of all previous sevis I-20 forms issued from all schools attended.
8. A written job offer on company letterhead (Not a requirement but helps speed the process).
9. Copies of the front and back of your I-94 card, Visa and passport.

STEP IV GENERAL INFORMATION AND EXPECTATIONS WHILE ON PRACTICAL TRAINING

Practical training is an internship that is linked directly to your SEVIS I-20 sponsored by Saddleback College and your student F-1 Visa. **Your employment must be directly related to the major noted on your I-20 form.**

Part-time OPT – required fulltime enrollment and is limited to 20 hours per week.

Fulltime OPT – Can be performed anywhere in the U.S. and must be fulltime.

- Two weeks after your application is mailed, you will receive a Notice of Action. This notice typically explains that your application was received and how long it will take for the process to be completed. The form will have a case number (WAC#). You can visit <http://www.uscis.gov/portal/site/uscis> and enter your case number to see the progress of your application.



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- After your application is approved, you have 90 days from the start date on your EAD card to find a job. Immigration regulations indicate you may not be unemployed more than 90 days.
- Upon receipt of your Employment Authorization Card (EAD) you will be required to apply for a Social Security number. You may visit: <https://secure.ssa.gov/ICON/main.jsp> to find the location closest to your home.
- After receiving your Social Security number you will need to provide our office with a copy of the front and back for your student file.
- Your employment must be directly related to your field of study and you must provide us with your employer, name, address, phone, website and email. We are required to update this information in the immigration data base.
- Keep documentation related to your job (description, contact information and supervisor's name).
- You may change jobs, as long as you provide us with current information.
- If you move or relocate, it is required that you provide us with your new address at all times. You may work in any state within the U.S.
- You will need to maintain health insurance coverage while working under this benefit. If your employer does not provide the coverage, you can purchase the international student plan offered by Saddleback College. If you purchase the college plan you will not be entitled to use the college health center or to receive referral forms.
- Travel must be approved through the International Student Office as if you were currently attending school. You will need your signed I-20, Passport with your valid F-1 Visa and WAC receipt and/or approval notice. It is recommended that you also carry a recent pay stub and letter from your employer with an expected return date.
- At this level of your education, this employment option is valid for a period of twelve (12) months working 40 hours per week.
- Part-time OPT is for 20 works per week while enrolled fulltime.

Your application should be mailed by return receipt certified mail. For further information, updates, forms and mailing addresses you may visit: <http://www.uscis.gov/i-765>

STEP V

SOCIAL SECURITY AND TAXES

For employment purposes you must apply for a Social Security Card

- a) You must wait to receive the EAD card.
- b) You may only apply after you receive your EAD card.
- c) You will need to take your EAD card, I-20, Passport and I-94 to apply.
- d) Processing time takes 1-2 weeks.
- e) Social Security and Medicare shouldn't be taken from your salary. (If this is taken from salary then you should inquire about a refund)



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Taxes – All employed students will have Federal and California state income tax withheld from their paycheck each month. The amount depends on how you complete the W-2 form. Some countries have Tax treaties which can also determine how much you would owe.

STEP VI IMPORTANT FACTS

- Do not file the application earlier than 90 days prior to completing your program and no later than 60 days from the completion date.
- Must complete one year of fulltime lawful academic status
- Failure to report your employment or obtain employment within 90 days places you out of status.
- Must report address and employer changes
- Must report periods of unemployment
- Employment ends on the expiration date of your EAD card and you must stop work but may remain in the U.S. for the 60-day grace period.
- At the end of your practical training you may continue your studies at Saddleback College at a different level with a new major, change your visa, or return to your home country.
- *UNIVERSITY TRANSFER – You must request Saddleback College to send your immigration (Sevis record) to the new school within the 60 day grace period before the expiration date on your Employment Authorization Card.*
- Sevis will automatically complete your record on the 61st day if your transfer is not complete.