

Texas Service Center Update



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Suggestions for 765 Filers

3 Common problems:

- **Not correctly notating (c)(3)(B) on question #16 for post-comp OPT**
- **I-20 not matching SEVIS, especially w/ regard to program end date**
- **Name, Country of birth/citizenship errors**

Contact Protocol

1) NCSC 1-800-375-5283

2) NCSC Followup:

tsc.ncscfollowup@dhs.gov

3) TSC Schools Email

- Mailbox is checked each day

- Is for I-765 Student cases ONLY

- Response time = 5 days

4) IssueNet – Get Liaison Help

Process to Correct EADs with applicant error

- Applicant must file NEW I-765 with proper fee and supporting documentation
- Include statement addressing the error and the incorrect EA

Practice NOTE to DSO's: Review your student's application before it is sent out

EAD Mailing Issues

If EAD has been mailed out, not received
AND not returned to TSC:

- Applicant must file new I-765 with proper fee and supporting documentation

Practice Note to DSO's: Use your office address on the I-765

EAD Mailing Issues (cont'd)

If EAD has been mailed out, not received
AND returned to TSC:

- Applicant must notify TSC with correct address.

Practice Note to DSO's: Use your office
address on the I-765

Will the 765 be processed?

- If an applicant who filed and received 6 months of OPT (e.g. 06/01 – 11/30) wants to file for the remaining 6 months (e.g. 12/01- 05/31)?
- If an applicant completes a certificate program?

Cancelling 765 applications

- Before EAD is issued?
- After EAD is issued?

Cap Gap Issues

How can USCIS help?

- OPT in SEVIS record is shortened to 10/1 but student doesn't want H1B
- OPT in SEVIS record is extended to 10/1, student now wants STEM instead of H1B

Online Case Status

<https://egov.uscis.gov/cris/Dashboard.do>

- If case does not appear:
Submit Inquiry to NCSC
If no response after 30 days:
tsc.ncscfollowup@dhs.gov

Note: Cancelled check copy will normally
contain receipt number

I-140/I-485

Common problem for I-140 petitions

- Not all of the initial evidence is submitted at the time of filing
 - Quality review should be accomplished to ensure that all required evidence is included in the petition

Suggestions for Outstanding Professor/Researcher Applications

- Include a cover letter that provides a roadmap of documents submitted
- Place the cover letter right underneath form I-140
- Tab supporting documents according to the cover letter

Suggestions for Outstanding Professor/Researcher Applications Cont'd

- Reference letters should provide specific detail on the foreign national's accomplishments.
 - For example in documenting the scholar's contribution to the academic field state not only what their contribution was but how they contributed and why that contribution is important.

Suggestions for Outstanding Professor/Researcher Applications Cont'd

- If the scholar received awards, give the name of the award as well as the criteria for which the award is determined.

I-140s/ I-485s and Related Forms Inquiries

- Contact the National Customer Service Center; NCSC will forward the inquiries to the service center for action
- If inquiry relates to non receipt of a receipt notice, give the NCSC the name and date of birth of the scholar.
 - Recommendation: get a copy of the canceled fee check as the receipt number is normally written on the processed check.

Process Organization

- I-140s, I-485s, and related forms are processed in receipt date order (FIFO)
- However, other factors such as FBI name checks, fingerprints, security hits, and availability of visa numbers, affect the processing of a case.

I-140 Case Transfers

- Are some I-140 cases still being transferred to NSC?
- What kind of cases are transferred?
Electronically filed cases?
- If an applicant whose I-140 was transferred to NSC wants to file form I-485 concurrently, should they send the I-485 to TSC or NSC?

More Information on Filing Form I-140

- See Q & A for I-140s, located on the Forms and Fees page of the US CIS webpage under I-140. The document is called: “Question and Answers: petition Filing and Processing procedures for form I-140, Immigrant Petition for Alien Worker.”

Questions

