Optional Practical Training (OPT)
Maintenance of Status Fee
Payment Instructions
Step 1: On the Fordham OIS Optional Practical Training (OPT) webpage, there is a **GBA** and **Non-GBA** option for payment.

Choose the appropriate link to pay the OPT Maintenance of Status Fee.

Click **GBA** if you are graduating from Gabelli Business School - Graduate Division.

Click **Non-GBA** if you are graduating from any other school at Fordham (including Gabelli School of Business - Undergraduate Division).

The semester in which you will graduate will be listed within the text of the links.
Step 2: Clicking on the appropriate link will bring you to a sign in page. Please disregard the top section of this screen and instead click the "Sign In" button at the bottom of the page.

**DO NOT** fill in the text boxes above, or click the maroon 'New Account' button.
Step 3: After you sign in, you will see this page.

Please make sure that you have selected the correct link (GBA or Non GBA), according to your program by checking the side bar.

Click the “Enroll and Pay” link to continue.
Step 4: Please put in your First Name, Last Name, and Fordham email, as directed on the screen. Once you are finished, click “Next.”
Step 5: The payment screen lists the amount due for the OPT Maintenance of Status fee. The Maintenance of Status fee for post-completion OPT (1 year) is $120.00.

Once you review this information, click “Next.”
Step 6: To pay the fee, please put your credit card or debit card information in the listed field.

Once you are finished, click “Continue.”
Step 7: You will be asked to put your personal information and your billing information.

Once you are finished, click “Continue.”

Put in your card information. Put in the billing information that matches the card you provided above. Enter your Fordham email to receive the receipt for your payment.
Step 8: After paying the fee, you will see a confirmation of the amount paid on the screen.

Once you are finished, click “Next.”
Step 9: The OPT Fee Confirmation page shows that your payment has been successful.

Please review the details of the screen carefully.

Please print and keep a copy of your OPT Fee Confirmation page available for reference, and bring it with you when you come to OIS for an appointment to prepare your application.

Once you have printed out this page, you may click “Exit.”
Step 10: Exiting the OPT Fee Confirmation page brings you to the Homepage of the Maintenance of Status Fee Portal.

Click “Sign Out.”

If you need to reference your information, you may sign in again at any time.
After your payment of the OPT Maintenance of Status Fee: You will receive an email from Student Accounts showing your payment details in your Fordham email.

Please save this email for your records.
After your payment of the OPT Maintenance of Status Fee: The second email that you will receive in your Fordham email will be from OIS, with the subject line “Thank You for Paying Your OPT Maintenance of Status Fee & Next Steps.”

This email is extremely important. Please save this email for your records, and follow the steps listed in the email to prepare for your OPT application.

If you do not receive this email after paying the Maintenance of Status fee, please email OIS at ois@fordham.edu.

Thank you for paying the OIS OPT Maintenance of Status Fee for your one year (12-month) Post-Completion OPT.

Now that you have completed paying for your OPT Maintenance of Status Fee, there are still a few steps that require your immediate attention and action.

To prepare for the processing and filing of your OPT application, follow the steps below:

- Please print and keep a copy of your OPT Maintenance of Status Fee Confirmation page available for reference, and bring it with you when you come to OIS for an appointment to prepare your application.

- Download and read the OIS OPT Application Guidelines thoroughly.

- After preparing your documents for the application as listed in the guidelines above, make an appointment to meet with an OIS advisor who will review all your documents and give you further instructions on where to mail your application.

If you have any additional questions, you may email us at ois@fordham.edu.

Kind regards,
Office for International Services (OIS)