Optional Practical Training (OPT) Application & I-765 Instructions

Please review the I-765 instructions on the USCIS website and prepare a complete OPT application.

Documents Required to Request an I-20 for the OPT Application to USCIS

Submit the following documents to ISSS via the OPT I-20 Request Form.

    • Color copies are recommended.

☐ **Form I-765**: Type information into the form, print, and sign in *black* ink. Please review the I-765 instructions.

    Do not leave any questions blank unless the form specifically says you do not need to answer the question. Otherwise if a question does not apply to you, write "N/A" or "NONE"

- Mark "Initial permission to accept employment" as the reason for completing the form
- Item 1: Enter your full legal name in the applicable boxes. See Part 6 if you require more space to enter your name.
- Item 5: Utilize an address you will continue to receive mail at for *at least* 120-150 days
    - Do not use the ISSS office address
    - If you move, update your address with USCIS Online Change of Address System
    - 5.a.: If your name is not on the lease or you do not live at the mailing address you are providing, enter the name of the official person living at this address
- Item 13.a: Enter "Yes" if you have been issued a SSN and include it in 13.b.

    Enter "No" if you need to apply for a SSN and complete 14-17.b.
- Item 21.a: Enter your complete I-94 number
    - Electronic I-94—Enter the Admission (I-94) Record Number from your electronic I-94
    - Paper I-94—Enter the complete number found on the upper left corner of your paper I-94 card
- Item 21.c: If you entered your passport number in 21.b, leave 21.c blank.
- Item 22 Enter the date of your last entry to the U.S. This will most likely be the date indicated on your I-94 unless you traveled to Canada, Mexico, or an adjacent island for less than 30 days and did not obtain a new I-94.
- Item 23: Enter the city and state where you last passed through U.S. Customs.
    - Unless you utilized the automatic visa revalidation program or completed preclearance outside the U.S., it should be the port of entry indicated in your electronic I-94 travel history.
- Item 26: Enter your SEVIS number is located on your Form I-20.
- Item 27: Please enter the appropriate eligibility category based on the information below:
    - (c) (3) (A)– Pre-completion OPT: *Requested employment* start day is *prior to* degree completion
    - (c) (3) (B)– Post-Completion OPT: *Requested employment* start date is *after* degree completion or after all course requirements with thesis/dissertation remaining
- Items 28-31b: You can leave all of these fields blank as they do not apply to pre and post-completion OPT applications.
- Part 3, 7.a: Sign (original ink signature) in the box and date.
- Part 4: Write N/A in all blanks unless you used an interpreter to complete the I-765 .
- Part 5: Write N/A in all blanks unless someone else prepared your I-765 (e.g. immigration attorney).
- Part 6: Complete this section IF:
    - You have been approved for CPT in the past
    - You have been approved for OPT in the past

- You have used a different SEVIS ID in F-1 status in the U.S.
  - Your SEVIS ID can be found in the top right corner of your I-20. It starts with N00…
  - Example: You attended school in the U.S., left the U.S. to take a break from school, and returned with a new I-20. Your SEVIS ID from your initial attendance is different than your current SEVIS ID.
- You need extra space to provide any other additional information that would not fit on the previous pages of the I-765
  - If you need to complete section 6 for any of the above reasons, complete item 1
  - For each of the items listed above, complete one box in Part 6.
    - It is recommended that you use Page 3, Part 2, Item 27 for each box that refers to previous CPT, OPT, or a different SEVIS number, as this information is required specific to Category (c)(3)(B) per the I-765 instructions, page 4.
    - CPT: Please list your CPT approvals. We suggest this format: CPT Authorizations (as a title to the section). Employer Name; start date-end date; degree level (bachelor's, master's, or PhD). You can find your CPT details on the I-20 that was approved for each period of CPT. Please also include a copy of each CPT approval I-20 with your application.
    - OPT: Please list your past OPT approvals. We suggest this format. OPT Authorizations (as a title to the section). Start date-end date; degree level (bachelor's, master's, or PhD). Please also include a copy of each OPT approval I-20 with your application.
    - Previous SEVIS ID's: Please list the other SEVIS ID's you have used in the past. We suggest this format: Previous SEVIS ID's (as a title to the section). SEVIS ID: N00…; program start date-program end date; degree level (bachelor's, master's, or PhD). Please also include a copy of a previous I-20 for each different SEVIS number you have had.

☐ **Current I-94 Record**
- Electronic I-94: Download copy from the Customs and Border Protection I-94 website.
- Paper I-94 Card: Include photocopies of the front and back of your I-94 card

☐ **Clear (color) copy of your valid passport ID page(s) and any renewal, extension, amendment, or correction pages**

☐ **Clear (color) copy of most recent U.S. entry visa or change of status I-797 approval notice** (Exception: Canadians)

If applicable: ☐ **Clear copies of the front and back of any Employment Authorization Documents (EADs) issued previously by USCIS and photocopies of any related I-20s issued for the I-765 application**

Required for the Application to USCIS but Optional to Upload in the OPT I-20 Request

☐ **Application Filing Fee (Pay by Check, Money Order, or Credit Card)**
- Applications postmarked **before** October 2, 2020: $410 filing fee
- Applications postmarked **on or after** October 2, 2020: $550 filing fee
- *Credit Card Payment*: Submit the Form G-1450 to authorize a credit card payment
  - Visa, MasterCard, American Express, Discover
  - DO NOT forget to sign this form
- *Personal Check/Money Order Payment*: Make payable to "*U.S. Department of Homeland Security*"
  - Do NOT abbreviate name to DHS or USDHS; Sign and date the check (month/day/year) on the front of the check (do not sign the back of the check); On the memo line, indicate—OPT and your I-94 number

☐ **Two identical color U.S.-style passport photographs taken within the last 30 days**

- 2" x 2" on plain white or off-white background in accordance with Department of State photo requirements
  You <u>cannot</u> be wearing glasses, hats, or head coverings unless a personal or doctor's statement is submitted.

- Do not cut, trim, or otherwise alter the photos.

- Do not reuse old photos or photos used in passport/visa applications.
  - If USCIS requests new photos, it will delay OPT application processing.

- Gently write your name and I-94 number on the back of each photo in case they are separated from the application.

Optional: ☐ **Form G-1145**: Place this form on the top of your application if you would like to receive an email/text message when USCIS accepts your application at the Lockbox