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

Submit the following documents to ISSS to request an I-20 for the OPT Application. Color copies are recommended.

- **ISSS OPT I-20 Request Form with Advisor Signature**
  - You must indicate a requested OPT start date.
  - The requested OPT end date will be 1 year from that date minus 1 day (e.g., 5/9/2018 to 5/8/2019).

- **$410 Application Fee (Pay by Check, Money Order, or Credit Card)**
  - **Credit Card Payment:** Submit the Form G-1450 to authorize a credit card payment
    - Visa, MasterCard, American Express, Discover
  - **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 cannot 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.

- **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. If a question does not apply to you, write “NA” 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 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:
  o (c) (3) (A)– Pre-completion OPT: Requested employment start day is prior to degree completion
  o (c) (3) (B)– Post-Completion OPT: Requested employment start date is after degree completion or after all course requirements with thesis/dissertation remaining

• Part 3, 7.a: Sign (original ink signature) in the box and date.
• Part 4: Do not complete unless you used an interpreter to complete the I-765
• Part 5: Do not complete unless someone else prepared your I-765 (e.g. immigration attorney).
• Part 6: Complete this section IF:
  o You have been approved for CPT in the past
  o You have been approved for OPT in the past
  o 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.
  o You need extra space to provide any other additional information that would not fit on the previous pages of the I-765
    o If you need to complete section 6 for any of the above reasons, complete item 1
    o 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

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