

# Form I-765

## Application for Optional Practical Training

(You can include this form as a cover sheet with your application to the USCIS)

NAME: \_\_\_\_\_

SEVIS ID#: \_\_\_\_\_ I-94 Admission #: \_\_\_\_\_

Please find my enclosed application for Optional Practical Training.

### APPLICATION CHECKLIST:

- Completed Form I-765 including:
  - 1-page application form
  - 2 passport-style photographs
  - Application fee (*payable to: "Department of Homeland Security"*)  
\*fee subject to change, refer to [www.uscis.gov](http://www.uscis.gov) and click on "FORMS" to confirm
- Photocopy of I-20 endorsed for Optional Practical Training (*page 1 & 3*)
- Photocopies of all previous I-20s (*page 1 & 3*)
- Photocopy (*front and back*) of I-94
- If applicable, photocopies of any previous EAD cards
- Photocopy of most recent F-1 visa stamp in passport
- Photocopy of passport information page (*plus extension page, if applicable*)

If the address in box #3 of your I-765 is in:	Send your completed application to:
Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Commonwealth of the Northern Mariana Islands	<b><u>USCIS Phoenix Lockbox</u></b>  <b>For US Postal Service Deliveries:</b> USCIS PO Box 21281 Phoenix, AZ 85036  <b>For Express Mail and Courier Service Deliveries (i.e. UPS, Federal Express):</b> USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin islands, West Virginia	<b><u>USCIS Dallas Lockbox</u></b>  <b>For US Postal Service Deliveries:</b> USCIS PO Box 660867 Dallas, TX 75266  <b>For Express Mail and Courier Service Deliveries (i.e. UPS, Federal Express):</b> USCIS Attn: AOS 2501 S. State hwy. 121, Business Suite 400 Lewisville, TX 75067

## **OPT Application Tips:**

For the most up-to-date information on Optional Practical Training, refer to the International Center website at: [http://internationalcenter.umich.edu/immig/fvisa/f\\_opt.html](http://internationalcenter.umich.edu/immig/fvisa/f_opt.html)

### **Copies of ALL I-20s**

Make sure that you have signed ALL of your I-20s on page 1, section 11 before making your copies. Your OPT application will be delayed if there is a signature missing.

### **Use a Valid Mailing Address**

The address you list on the I-765 ***does not*** have to be the physical address you reported in Wolverine Access/SEVIS. Please use a mailing address that will be valid for delivery at least 3 months from the receipt date of your OPT application. Federal mail cannot be forwarded, so a US Postal Service forwarding request will not forward your EAD card.

### **Signature on I-765**

Make sure your signature in Block 16 of the I-765 ***does not*** touch the line above or below your signature. If it does, your application will likely be delayed and you will be asked to submit another I-765 with a new signature. ***Do not sign in pencil!***

### **Application Fee**

PLEASE DO NOT SEND CASH – the Service Center cannot deposit cash. Please send your application fee in the form of a personal check, cashier's check, or money order written to "Department of Homeland Security".

### **Keep a Copy of Entire Application**

You should always keep copies of all immigration related documents and materials. We recommend that you keep a copy of your entire OPT application (including photos and check/money order), just in case you need to submit a duplicate copy to USCIS.

### **Sending Your Application**

We recommend that you use a ***trackable*** mailing method so that you have delivery confirmation of your OPT application. If you send your application with a method that requires a signature upon delivery, use the appropriate "Express mail & Courier Service Deliveries" address listed below the Application Checklist on the other side of this form.

### **Tracking the Status of Your Application**

4 – 6 weeks after you send your OPT application to the appropriate USCIS Lockbox, you will receive a receipt stating that the USCIS has received your application. The receipt number, found in the top left corner of this notice, allows you to track the status of your F-1 OPT application online at: <https://egov.uscis.gov/cris/Dashboard.do>. It may take ***up to 90 days*** for USCIS to process your application. The International Center has no influence over how quickly your OPT application is processed, ***please do not contact the International Center about the status of your application until the 90 day processing period has already passed.***

## **Immigration Related Reminders While You Are On OPT:**

### **Your Legal Obligations While on Practical Training:**

While you are engaged in OPT, you are still responsible for reporting certain information to the International Center. If you do not report the following information to the IC while you are on OPT, you will be in violation of your immigration status and could jeopardize your future stay here in the United States. The information that must be reported to the IC includes:

- Send a scanned copy of your EAD card to [icenter@umich.edu](mailto:icenter@umich.edu)
- Employer's information & employment dates (<http://www.internationalcenter.umich.edu/optform/optupdate.php>)
- Changes in your *physical* address must be reported within 10 days of moving (<https://wolverineaccess.umich.edu/index.jsp>)
- Any "disruption" in your practical training; such as leaving the U.S. permanently or changing to another immigration status
- Any change in your name.

### **Employment Authorization Document (EAD):**

You ***cannot*** begin working until your OPT application has been approved and you have a valid Employment Authorization Document (EAD) in your possession. Regardless of what date you requested your OPT to begin, it is only the start date authorized by the Immigration Service and listed on the EAD that allows you to begin working.

### **Periods of Unemployment**

You are allowed ***no more than*** 90 days of unemployment while on OPT. These 90 days are cumulative and your OPT expires on the 90<sup>th</sup> day, no matter what dates are listed on your EAD card. If you are approaching your 90<sup>th</sup> day of unemployment, it is strongly recommended that you leave the U.S. as soon as possible.

### **Traveling Outside the United States:**

If you wish to travel outside the U.S., you must present a valid passport, valid visa, an I-20 signed for travel within the last 6 months, an Employment Authorization Document (EAD) ***AND*** proof of employment to the Immigration Official at the Port of Entry in order to reenter the U.S. If you are thinking about traveling prior to receiving your EAD or prior to receiving a job offer, it is important that you carry your receipt notice and proof that you are looking for a job (i.e. email confirmation of an upcoming interview).