



Gordon-Zeto Center for Global Education  
Attention: Ms. Maggie Emily  
International Students Services Coordinator  
350 Spelman Lane SW Box 370  
Office: 404.270.5681  
Fax: 404.270.5539

## OPT CHECKLIST AND APPLICATION PROCEDURES

Name: \_\_\_\_\_  
(Family) (Given)

Spelman ID#: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email \_\_\_\_\_ Phone#: \_\_\_\_\_

Academic Level \_\_\_\_\_ Major: \_\_\_\_\_

Requested OPT:

Beginning date \_\_\_\_\_ Ending date: \_\_\_\_\_

Hours per week \_\_\_\_\_

List all periods of previously authorized employment (CPT or OPT):

\_\_\_\_\_  
\_\_\_\_\_

OPT checklist of materials:

- \_\_\_\_ Complete form I-765
- \_\_\_\_ Provide a photocopy of the front and back of I-94 card
- \_\_\_\_ Two photographs (attached photograph specification sheet.)
- \_\_\_\_ Check or Money Order for \$340.00 made payable to *US Department of Homeland Security*

**The Gordon-Zeto Center for Global Education will review your application, make an OPT recommendation in SEVIS, issue a new I-20, and then contact you by e-mail to pick up your application and mail it. You are responsible for mailing your application to the USCIS service center.**

**BEFORE** you apply for OPT make sure you are IN STATUS with USCIS for nine months before applying for optional practical training (OPT), which means:

- ☐ No working off-campus without USCIS approval or on university approved CPT approval
- ☐ You have been enrolled each fall and spring semester full-time
- ☐ Undergraduate: 12 credits or more completed each term



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OPT provides an opportunity for F-1 visa holders to gain up to one year of experience in their field of study during the following time periods:

- After completion of program. (Must be full time)
- Annual vacation and at other times when school is not in session if the student is currently enrolled and intends to register for the next term.
- While school is in session (if CPT is not an option & OPT does not exceed 20 hours a week)

**VERY IMPORTANT-** Applying for OPT does not remove your responsibility to keep your I-20 valid through your graduation from Spelman College. It is especially important for students who apply for Pre-completion OPT to check the I-20 to ensure that it is valid through the date of their graduation.

**website: [www.uscis.gov](http://www.uscis.gov)**