OPTIONAL PRACTICAL TRAINING INSTRUCTIONS

1. Attend the OPT workshop.

2. Get 2 photos taken (must be taken within 30 days of application). Do not use a selfie or CVS! FedEx can take your passport-style photos. In pencil, lightly print your name and SEVIS number on the back of each photo.

3. Complete Form I-765: Application for Employment Authorization. Follow the instructions carefully and check out the additional tips. If you are not sure of any information, check with Ms. Nucup.

    a. In section 16, be sure to enter the correct OPT category.
        i. Pre-completion OPT = (c)(3)(A)
        ii. Post-completion OPT = (c)(3)(B)
        iii. STEM 17-month extension Post-completion OPT: (c)(3)(C)

4. Complete the R-MC OPT Request Form. Decide when you wish to begin and end OPT. For example, for Pre-completion OPT you could request to begin June 22, 2016 and end Aug. 21, 2016. If you are applying for a whole year, make sure the end date is one day earlier than the start date. For example, beginning June 23, 2016 and ending June 22, 2017.

5. Write a check for $380 made out to:
   U.S. Department of Homeland Security
   Write "I-765 fee" in the memo line with your SEVIS number

6. Collect the following:

   - ALL the I-20s you have ever been issued.
   - Your passport (make sure it's valid at least 6 months into the future); + I-94 receipt
   - Any previous EAD cards you may have

7. Make an appointment with Ms. Nucup. Bring all items requested in #2-6. (Ms. Nucup will help you prepare your application packet.)

8. Send the packet by certified or registered mail. When you receive your EAD card, bring it to the OIE office to be copied.

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Submit the following: All I-20s that you've been issued ____
Form I-765 _____   Passport + I-94_____
R-MC OPT Request Form _____   Check for $380_____
Two (2) photographs _____   Previous EAD card(s) ____
Form G-1145_____   Letter from Registrar_____

OFFICE OF INTERNATIONAL EDUCATION
R-MC OPT REQUEST AND INFORMATION FORM

NAME_____

STUDENT ID#_____

MAJOR (S) _____
Please indicate primary and secondary

DATES FOR OPT :

      BEGINNING DATE_____ UNTIL

      END DATE _____

WHAT KIND OF JOB ARE YOU LOOKING FOR?

HOW DOES IT RELATE TO YOUR MAJOR?

OPT MAILING INSTRUCTIONS
(AFTER THE OIE RETURNS YOUR MATERIALS TO YOU)

❖ **Be sure to include the following in your OPT application:**

  o I-765 original application (<u>not</u> a photocopy);

  o Check or money order for $380 made out to "U.S. Department of Homeland Security"

  o Photocopy of I-94 receipt

  o Photocopies of any previous employment authorization documents (EAD)

  o Photocopies of all prior Forms I-20;

  o Photocopy of valid passport (photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.

  o Two identical passport-style photos, 2" x 2"

  o G-1145 E-Notification of Application/Petition Acceptance – attach this form to the front of your application in order to receive confirmation that your application has been received

❖ **Make a photocopy of all application materials and mail to:**
  o U.S. Citizenship and Immigration Services
      PO Box 660867
      Dallas, TX 75266

  For Express mail and Courier deliveries
  o U.S. Citizenship and Immigration Services
      Attn: AOS
      2501 S. State Hwy. 121 Business
      Suite 400
      Lewisville, TX 75067
      Tel. 800 375 5283

❖ **Be sure to have a tracking number for your application.**

❖ If you have attached the G-1145 E-Notification of Application/Petition Acceptance form (see above) to the front of your application the USCIS should notify you within 24 hours of accepting your application by email or text message. They will send you a receipt number which you should keep in order to track the status of your application.

❖ When you get your EAD card, **forward a copy to the OIE**