OPT

OPTIONAL PRACTICAL TRAINING

GUIDELINES FOR STUDENT COMPLETION

PROCEDURE
MAILING INFORMATION
ATTACHED: I-765 FORM
# OPT Application Checklist

Check off items as you complete them. OPT application packet must be in this order.

## Standard Submission

- $410 check or money order filing fee
- Completed I-765 form, Application for Employment Authorization
- All copies of previous I-20 including OPT I-20 endorsed by designated school officials
- A front and back copy of your last Employment Authorization Document **
- The employer’s name as listed in E-Verify, along with the E-Verify Company Identification **
- A copy of your diploma **
- A copy of your electronic I-94 form, Arrival Departure Record (front and back if white card)
- A copy of your passport
- A copy of your VISA
- 2 identical color photographs

## Electronic Submission

- Completed I-765 form, Application for Employment Authorization (online)
- Electronic confirmation receipt
- All copies of previous I-20 including OPT I-20 endorsed by designated school officials
- A front and back copy of your last Employment Authorization Document **
- The employer’s name as listed in E-Verify, along with the E-Verify Company Identification **
- A copy of your diploma **
- A copy of your electronic I-94 form, Arrival Departure Record (front and back if white card)
- A copy of your passport
- A copy of your VISA
- 2 identical color photographs

** For STEM students who are requesting an 24-month extension ONLY

REVISED 12/19/2016 dw
Optional Practical Training (OPT) is a temporary employment authorization that gives F-1 students an opportunity to apply knowledge gained in the classrooms to a practical work experience off campus. Authorization for OPT is granted by the U.S. Citizenship and Immigration Service (USCIS). Students may apply for OPT up to 90 days prior to graduation and 60 days after graduation. The application must also be received by the USCIS within 30 days of the date on which the OPT I-20 form is issued.

OPT application packet should be assembled by the student in the following order.

Student responsibilities are:

**Standard Submission:**

1. A $410 filing fee in **check or money order**
   - Must be drawn on a financial institute located in the United States and must be payable in US currency
   - Make the check payable to **U.S Department of Homeland Security** (Do not use initial “USDHS” or “DHS”)


**OR**

**Electronic Submission:**

1. Log in to E-filing at [https://efiling.uscis.dhs.gov/efile/](https://efiling.uscis.dhs.gov/efile/) with ID and password (if you are a new user then select “I am a new user”). Once you have logged in, complete Form I-765.

2. $410 filing fee must be paid with credit card
   - Once payment is received an electronic confirmation receipt will be sent via email.
This confirmation receipt will include
  • Your receipt number
  • Address where required supporting documents listed in the form instructions are to be mailed. **If you do not send the required documents to the address listed on the confirmation receipt, your application may be delayed or denied.**

NOTE:
  ▪ Explanation of Question 16 on the I-765 Form
      o (c)(3)(A): Pre-completion Optional Practical Training
      o (c)(3)(B): Post-completion Optional Practical Training
      o (c)(3)(C): 24-month extension for STEM students (Students with a degree in Science, Technology, Engineering, or Mathematics)

3. **All copies of previous I-20 forms** (Certificate of Eligibility of Nonimmigrant F-1 Students Status), including OPT I-20 form endorsed by designated school officials


5. The **employer name as listed in E-Verify**, along with the E-Verify Company Identification, or a valid E-Verify Client Company Identification Number for the employer you are seeking a STEM (Question 17 on I-765 form)

6. A **copy of your degree**

7. A **copy of your electronic I-94 form**, Arrival Departure Record (Front and Back if white card)

8. A **copy of your Passport**

9. A **copy of your VISA**
10. **Two identical color photographs** of yourself taken within 30 days of filing your applications.

- Photos must have white to off-white background, printed on thin paper with a glossy finish, and be unmounted and unretouched
- Must be 2” by 2” (passport style photos)
- Use a pencil or felt pen, lightly print your name and Alien Receipt Number (found on I-94) on the back of the photo

** For STEM students who are requesting an 24-month extension ONLY

**Student will be responsible for mailing complete packet to appropriate location:**

**If you live in one of the following states:**


**Mail packet to:**

**U.S. Postal Service (USPS) deliveries:**

USCIS  
PO Box 21281  
Phoenix, AZ 85036

**For Express mail and courier deliveries:**

USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034
If you live in one of the following states:
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, or West Virginia

Mail packet to:

For U.S. Postal Service (USPS) Deliveries:

USCIS  
PO Box 660867  
Dallas, TX 75266

For Express mail and courier deliveries:

USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067