



## Student Instructions for OPT Application

**STEP 1:** Make an appointment with international student advisor (IPO).

**STEP 2:** Complete all USF documentation:

- OPT Form 1- Academic advisor approval for OPT
- OPT Form 2- OPT Start Date
- OPT Form 3- Acknowledgement of responsibilities while engaged in OPT

**STEP 3:** Prepare the USCIS application packet.

Application packet must include:

- **Completed I-765**
  - Original I-765 form completed by a student with original signature. Use the most current version available from the "Immigration Forms" section of the USCIS website:  
<http://www.uscis.gov>
  - Save the form to a flash drive or to your computer.
  - Use your current mailing address or the mailing address where you will be living for at least three months. The US Postal Service will not forward the EAD even if you leave a forwarding address.
  - Code on I-765 – Enter the correct code on the I-765 form:
    - Post-completion OPT (c)(3)(B)
- **Get 2 RECENT passport style photographs on white background**
  - The photo must be 2x2 inches; the images must be 1 inch from the hair to the chin and 1 1/4 inch from eye height to the bottom of the photo.
  - Your name and I-94 number must be printed in pencil on the back of the photos.
  - Taken no earlier than 30 days before submission of the EAD application.
  - Please note that vending machine photos and homemade digital photographs are not acceptable. Be sure not to staple or otherwise put any holes in the pictures.
  - More information can be found at this website:  
[http://travel.state.gov/passport/get/first/first\\_830.html#Photos](http://travel.state.gov/passport/get/first/first_830.html#Photos)
- **Prepare a check or money order to "US Department of Homeland Security"**
  - Confirm current fee with the International Student Advisor.
  - Fee as of December 2016 is \$410.00
  - Always check <https://www.uscis.gov/i-765> to see the current fee
- **Request a new I-20 from University of St. Francis for OPT**
  - Photocopy (Not original) of new SEVIS OPT I-20 from the International Student Advisor is required. You must collect your new I-20 with the OPT recommendation before you can proceed with the application. You must sign the new I-20 in item 11.
- **A copy of your picture page and visa page from your passport (Photocopy of ID pages from passport) and visa stamp**
  - The expiration date should be notated on the picture page. If not, please attach a page that shows the expiration date of your passport. Your passport should not be expired when you apply. Photocopy of the most recent I.D. page of your passport (picture, number, and expiration date pages) is required. It must be a color picture and enlarged. Copy of a visa page, driving license, and I.D. with your fingerprint is recommended.

- Printed copy of your I-94 card: found here <https://i94.cbp.dhs.gov/I94/>
- Completed G-1145 form: This form allows you to receive e-notifications via text message and e-mail about the status of your OPT application. Found here: <http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>
- Copy of a previously issued EAD (if applicable)
- Photocopies of all previous I-20s (front and back)

**STEP 4:** Mail completed application and all supporting documentation to USCIS. Mailing application package is the responsibility of the student. Documents should be mailed in the following order:

1. G-1145 with check (see current fee at <https://www.uscis.gov/i-765>, made out to U.S. Department of Homeland Security) and photos attached (name and I-94 must be written on the back of each photo in pencil)
2. I-765
3. Copy of new I-20 requesting OPT
4. Copies of all previous I-20s in chronological order (most recent on top)
5. Copy of visa
6. Copy of passport
7. Copy of I-94
8. Advisor approval (OPT Form 1)

**STEP 5:** Receive notification of acceptance or declination of OPT application

- Standard receipt notice that USCIS has received the application should arrive within one month of sending the application. Once you receive the card, you are authorized to work only for the dates on the card and in a job directly related to your major.

**NOTE:** *We do not recommend any travel outside the US while the OPT application is being adjudicated.*

**Can I reenter if my request for OPT is pending?**

"Yes, but traveling during this time should be undertaken with caution. USCIS may send you a request for evidence while you are away, however, so you would want to make sure you have provided a correct U.S. address both to your DSO and on the application and would be able to send in requested documents. Also, if USCIS approves your OPT application, you will be expected to have your EAD in hand to re-enter the United States. Like a request for further information, USCIS can only send the EAD to your U.S. address."

**Can I reenter if I left while on OPT?**

"If USCIS has approved your OPT you will be expected to have your EAD in hand to re-enter the United States, in addition to your Form I-20, valid passport and visa, and a letter of employment if you have one. If you exceed the limits on unemployment while outside the United States, you will not be eligible to re-enter the United States in F-1 status."

Note: Do not throw away your EAD card even after it expires. You might have to show proof of previous employment authorization in the form of a copy of previously issued EAD card(s), if you apply for this form again.