

## International Student Office

### Post-Completion Optional Practical Training (OPT) Procedures

#### STEP 1: COMPLETE PACKET

- OPT Request Form
- 1-765 Form (<https://www.uscis.gov/i-765>)
  - (c)(3)(A) for pre-completion OPT
  - (c)(3)(B) for standard post-completion OPT
  - (c)(3)(c) for STEM OPT
- Academic Advisor's Recommendation for F-1 Optional Practical Training Form
- I-765 filing fee - \$410 paid in check, cashier's check, or money order payable to "US Department of Homeland Security"
- 2 identical immigration-style photos taken within 30 days of filing Form I-765 (recommend doing at Walmart or Walgreens). *Please see U.S. Style Passport Photo Guidelines*
- A copy of 1-94 Admission Record (<https://i94.cbp.dhs.gov/i94/#/home>)
- A copy of your most recent U.S. entry stamp in passport
- Copies of all previous I-20s, especially those on which CPT or OPT was granted previously, so that all prior periods of CPT and OPT, and whether they were for full-time or part-time training, can be reviewed by USCIS
- A copy of your passport ID pages: photo page, page with passport validity dates, including renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
- STEM Additional Requirements
  - Have an offer of paid employment for at least 20 hours per week from an employer enrolled in E-verify
  - Complete Form I-983 with employer and DSO
  - Copy of STEM degree diploma

#### STEP 2: GET NEW I-20

- When the packet is done, you must bring all of it, including photos and money order or check, to Josh English in the ISO office and he will print you a new I-20 with the OPT recommendation on it.

#### STEP 3: MAIL IN APPLICATION

- Mail all of the above to the USCIS Lockbox Facility with jurisdiction over the student's place of residence. The Lockbox will then forward the application to the proper USCIS Service Center for adjudication
- **\*\*Please note\*\*** - You must mail in entire application within 30 days of printing the new I-20. If the packet is not received by the lockbox within 30 days, they will deny your OPT application. Please do not wait to mail it and risk your chance of approval. If denied, the application fee will not be refunded.
- The current USCIS lockbox address is: USCIS, PO Box 21281, Phoenix, AZ 85036