

OPT General Information

: Optional Practical Training (OPT) is a benefit for F-1 international students at the completion of their degree. It gives the student 12 months of employment authorization in the area of their study to gain practical experience.

**If you are electronically filing this application, you must follow the instructions provide on the USCIS Website, www.uscis.gov.

**Biometrics Services Appointment: After receiving your application and ensuring completeness, USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for your biometrics services appointment. Failure to attend the biometrics services appointment may result in denial of your application.

Qualifications

Your Passport must be valid to receive any kind of work authorization

1. You may apply up to 90 days before your degree confers and up to 60 days after your last class.
2. Students must be 100% complete with their program during the semester in which they apply.
3. A Specific job offer is not required.
4. OPT Cannot be extended past 12 months total. All OPT must be used by 14 months after graduation.
5. Once a student begins a new program of study they are not eligible to apply for OPT.

How to Fill out Form I-765

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, write your name and Alien Registration Number(A-Number)(if any), at the top of each sheet of paper, indicate the Part and item number to which your answer refers, and date and sign each sheet. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "None."

How to Apply

Step 1 → Fill out an OTP application packet

Step 2 → Prepare all required documents and complete OPT Application.

Step 3 → Bring the following items as listed below:

1. Completed Application for Employment Authorization (Form I-765)
2. Color Photocopies of Student' s Form I-20 (Including all previous I-20s Ever issued)
3. Color photocopies of Student' s Passport(VISA and Photo page)
4. Color Photocopies of Student' s Form I-94 (white card usually stapled inside the passport. Both the front and the back side of the card)
5. Money Order for \$380.00 made out to U.S. Department of Homeland Security.
6. Two Photographs (Must meet US CIS Color Photography Specifications. (Photos must be less than 30days old. Wal-Mart offers passport quality photos.)
7. Any previous Employment Authorization Documents (If student has received work authorization in the past, make color photocopies of any previous work authorization.)
8. All Students: Receive verification you will be conferring your degree this semester. That means you have no other classes or any other requirements past this semester.
9. The Filing fee for Form I-765 is \$380

Step 4 → Pick up New OPT I-20 Two business days after attending

Step 5 → **Mail** OPT application by FedEx within 20 days to:

USCIS

Attn: AOS

2501 S. State Hwy. 121 Business Suite 400

Lewisville, TS75067

Step 6 → Receive OPT application receipt from USCIS in about 30 days

Step 7 → Receive OPT Card from USCIS (can take up to 90 days from the beginning)

Step 8 → Send Copy of the OPT Card to the International Center.

USCIS Phoenix and Dallas Lockbox facilities	
If you live in:	Mail your application to:
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	USCIS Dallas Lockbox For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266 For Express mail and courier deliveries:(FedEx) USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067