OPT APPLICATION INSTRUCTIONS

Optional Practical Training provides an opportunity for F-1 students to gain employment authorization from the United States Citizenship and Immigration Service (USCIS) for jobs that are directly related to their field of study and current education degree level. **You do not need a job offer in order to apply.**

If you do have a job offer, you should also complete the OPT Status Update form and provide ISFS with a copy of your offer letter (on company letterhead and including your name, start date, and position).

**Instructions for application:**

<table>
<thead>
<tr>
<th>F-1 and ISFS</th>
<th>Student must attend an ISFS OPT Workshop in the semester they intend to apply for OPT. Visit the front desk of WIEC to sign up for a workshop.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student must submit a completed Academic Advisor OPT Recommendation form to ISFS. If you already have a job offer you should also submit the OPT Status Update form and a copy of your job offer letter.</td>
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<tr>
<td>ISFS will process a recommendation for OPT in SEVIS. This event creates a new I-20, a copy of which is required for your OPT application.</td>
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</tr>
<tr>
<td>Mail the following items to USCIS to apply for OPT at one of the addresses on the back. You must submit the OPT application to USCIS within 30 days of the creation of the new I-20.</td>
<td></td>
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<tr>
<td>☐ Form I-765 - Application for Employment Authorization</td>
<td></td>
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<tr>
<td>b. Complete and sign the form</td>
<td></td>
</tr>
<tr>
<td>c. Be sure to make the correct designation at item 16:</td>
<td></td>
</tr>
<tr>
<td>d. (c)(3)(A) for pre-completion OPT</td>
<td></td>
</tr>
<tr>
<td>e. (c)(3)(B) for standard post-completion OPT</td>
<td></td>
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<tr>
<td>☐ I-765 filing fee – currently $410 – by personal check or money order made out to U.S. Department of Homeland Security</td>
<td></td>
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<tr>
<td>☐ A copy of the most recent I-20 issued to you and copy of the OPT Recommendation I-20 just issued to you by ISFS. (Keep the originals. USCIS will not return them.)</td>
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</tr>
<tr>
<td>☐ Copy of your passport bio page (should include the photo page, page with passport validity dates, including renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.)</td>
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<tr>
<td>☐ Copy of F-1 visa stamp (Canadian citizens are exempt from this requirement)</td>
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<tr>
<td>☐ Copy of both sides of your I-94 card (the small white card in your passport) OR a copy of the electronic I-94 (<a href="https://i94.cbp.dhs.gov/I94">https://i94.cbp.dhs.gov/I94</a>)</td>
<td></td>
</tr>
<tr>
<td>☐ Two color passport-style photographs; see instructions on reverse</td>
<td></td>
</tr>
<tr>
<td>☐ Copy of job offer letter, if applicable</td>
<td></td>
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</tbody>
</table>
Instructions for photographs
Photographs for this application must have a white background and must be no more than 30 days old. They should be glossy and not mounted or retouched. The photos should show a full face, front view, with eyes open and a natural expression. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. The photo should be 2 X 2 inches, with the distance from the top of the head to just below the chin about 1 to 1 3/8 inches. **Lightly print your name and SEVIS ID number on the back of each photo with a pencil.** Photographs may be taken at the CVS on Court Street.

Mail your completed OPT application to USCIS at the appropriate address below, based on the state you listed in item 3 on the I-765 form. **We strongly encourage you to use a delivery option that can be tracked.**

<table>
<thead>
<tr>
<th>IF YOU LISTED AN ADDRESS IN:</th>
<th>MAIL APPLICATION TO:</th>
</tr>
</thead>
</table>
For U.S. Postal Service (USPS) deliveries:  
USCIS  
PO Box 21281  
Phoenix, AZ 85036  
For Express mail and courier deliveries (UPS or FedEx – recommended):  
USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034 |
| 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 (UPS or FedEx – recommended):  
USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067 |

If you have any questions, please contact ISFS at 740-593-4330 to schedule an appointment with an International Student Advisor.
RECOMMENDATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

Student’s Section

Family/Last Name: ______________________________ Given/First Name: _________________________

PID: ________________________________ Requested OPT Start Date: ___________________________

*Please be aware it can take USCIS up to 90 days to issue the OPT card*

1. I am requesting the following (check-one):
   - [ ] Pre-completion OPT
     (OPT will take place prior to completion of all my degree requirements)
     - Please indicate (c)(3)(A) in #16 of form I-765.
   - [ ] Post-completion OPT
     (OPT will take place after the completion of all my degree or non-research requirements)
     - Please indicate (c)(3)(B) in #16 of form I-765.

2. Have you had any previous pre-completion or post-completion OPT authorizations?
   - [ ] No
   - [ ] Yes (select one or more below):
     - [ ] While enrolled as a student at Ohio University
     - [ ] While enrolled as a student at another U.S. school
       - [ ] Attach copy of previous I-20 with OPT authorization(s) as well as a copy of your previous EAD card(s).

3. Do you currently have a job offer?
   - [ ] No
   - [ ] Yes - If yes, please complete the OPT Status Update Form and include it with this form and a copy of your job offer letter.
Department or College Representative’s Section

The student is applying for permission to engage in Optional Practical Training (OPT), an employment authorization provided by the regulations of the United States Citizenship and Immigration Services (USCIS). Before this authorization can be granted, ISFS must have a statement from the student’s College Student Services Office (Undergraduate Students) representative or Department/Graduate Chair’s (Graduate Students) indicating the date of completion of the student’s degree requirements.

1. Student’s Program Completion Date:

**Undergraduate Student:**
The student has completed or will complete all their degree requirements in: __________________________ (Semester & Year)

**Graduate Student:**
Is the student required to complete a thesis, dissertation or equivalent to complete their program of study?

☐ No
The student has completed or will complete all their degree requirements in: __________________________ (Semester & Year)

☐ Yes
The student will has completed or will complete all their course work excluding their thesis or dissertation in: __________________________ (Semester & Year)

The student is expected to submit final version of thesis or dissertation in: __________________________ (Semester & Year)

2. Please list all current majors/degrees that student is pursuing or just recently completed:

_________________________________________________________________________________

Department Chair or College Representative’s Signature*: __________________________

Printed Name: _________________________________________________________________

Title: _________________________________________________________________________

College or Department: _______________________________________________________________________

Date: ___________________________________________________________________________

* ISFS forms may only be signed by a representative from the College Student Services Office (Undergraduate Students) or Department/Graduate Chair’s (Graduate Students).