# OPT Application Instructions

**Instructions for application:**

<table>
<thead>
<tr>
<th><strong>Student and ISFS</strong></th>
<th>1. Student must attend an ISFS OPT Workshop in the semester they intend to apply for OPT. Registration is available through iCats under Session Signups.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2. Student must submit the Optional Practical Training Request eform that includes the Department Recommendation for Optional Practical Training form signed by the appropriate department staff.</td>
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<tr>
<td></td>
<td>3. 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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**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.**

| **Student** |  □ Form I-765 - Application for Employment Authorization  
  b. Closely follow the I-765 Tips handout received at the OPT workshop  
  c. Be sure to sign the form in ink—signature is valid for 30 days only  |
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<tbody>
<tr>
<td></td>
<td>□ I-765 filing fee – currently $410 – by personal check or money order made out to “U.S. Department of Homeland Security” OR Form <a href="http://www.uscis.gov/files/form/g-1450">G-1450</a> with credit card information. Be sure to sign the form in ink.</td>
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<tr>
<td></td>
<td>□ A copy of the OPT Recommendation I-20 just issued to you by ISFS. (Keep the original. USCIS will not return it.) Be sure you sign the I-20 before you make the copy.</td>
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<tr>
<td></td>
<td>□ A copy of any I-20 authorizing CPT employment. <strong>This is only required if you have been authorized for CPT during this academic program.</strong> (Keep the original. USCIS will not return it.)</td>
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<tr>
<td></td>
<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></td>
<td>□ Copy of F-1 visa stamp (Canadian citizens are exempt from this requirement)</td>
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<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>□ Two color passport-style photographs; see instructions on reverse</td>
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</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. Ask for “Passport photos”.

Mail your completed OPT application to USCIS at the appropriate address below, based on the state you listed in item 5.e. 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 |
DEPARTMENT RECOMMENDATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

Student Name: _________________________________________          PID:_________________

Department or College Representative’s Section

This student is applying for permission to engage in Optional Practical Training (OPT), an employment authorization provided by the United States Citizenship and Immigration Services (USCIS). 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. List all majors/degrees the student is pursuing: __________________________________________

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).