

HOW TO APPLY FOR OPTIONAL PRACTICAL TRAINING (OPT)

STEP 1 - International Student and Scholar Services (ISSS) Procedures

- Go through the online OPT workshop located here: <https://international.unt.edu/content/optional-practical-training>. Take the quiz and answer all questions correctly to be able to apply to ISSS for your OPT I-20.
- Submit the following to ISSS:
 - o Completed Optional Practical Training application for a new I-20
 - o Copy of \$100 OPT Case Management fee payment receipt (<https://international.unt.edu/content/opt-fees>)
 - o Your completed Post-Completion OPT Quiz
 - o Copy of EAD card (only if you received an EAD in the past)
- ISSS will review your application and prepare a recommendation (New I-20) to USCIS. This may take up to 10 working days.
- During this time, it is advised that you begin **STEP 2** below.
- ISSS will notify you via email when your OPT I-20 is ready to pick up.

STEP 2 - Prepare Your Application for USCIS

Assemble your documents in this order:

- \$410 check or money order payable to *U.S. Department of Homeland Security* OR signed [G-1450](#) Authorization for CC Transactions
 - Two (2) color passport style photos
 - o Guidelines: Color photos with a **white background** taken no earlier than 30 days before submission to USCIS. The photos should be 2X2 inches and a full-frontal pose. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. A photographer familiar with "passport photos" can help you. For additional information see the Guide Sheet on the Department of State website for details.
 - o Lightly print your name and your I-94 number, if known, on the back of each photo with a pencil. We recommend you place both photos in a small plastic bag or envelope, so they don't get lost in the rest of the application.
 - Completed Form I-765 form (check www.uscis.gov for most recent version)
 - o Respond to Q #27 by writing **(c)(3)(B)** within the parentheses.
 - If not applying for standard Post-Completion OPT, please see an advisor for answer to #27.
 - o Be sure to answer Q #1 on page 1, and to sign in black ink Q #7a on page 4
 - Photocopy of pages 1 and 2 of the I-20 showing the OPT recommendation. [USCIS will not return your I-20, so we advise that you send only a copy.]
 - o Make sure to sign the I-20 (the "STUDENT ATTESTATION" on page 1) before you make a copy.
 - o OPT request must have been made by ISSS Advisor in SEVIS within the last 30 days.
 - Print out your I-94 card online at <http://www.cbp.gov/i94> (or if you travelled before April 2013, make photocopies of both sides of your I-94 card (if you have one, it will be a white paper card in your passport))
 - Photocopy of your passport identity and expiry page
 - Copy of F1 visa
 - Photocopies of Previous EAD Cards* (If applicable)
 - CPT Screen Shot* (Required only if you have had CPT at this degree level)
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- G-1145: This form will allow the Lockbox facility to send you an email or text message when they receive your application. You are not required but are encouraged to include it. Place it on top of your application packet. You can download the form at www.uscis.gov*

****You may bring your completed packet to ISSS for an advisor to review before mailing the application.****

STEP 3 - Mail Your Application to USCIS

- Make a copy of the entire packet for your records
- Mail your complete packet to the Chicago Lockbox:

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| USPS Deliveries (Mail Certified mail, Return receipt requested) | For Express Mail and courier service Deliveries (UPS, FedEx, DHL, etc.) |
| USCIS PO Box 805373 Chicago, IL 60680 | USCIS Attn: I-765 C03 131 South Dearborn – 3 rd Floor Chicago, IL 60603-5517 |

USCIS will send a receipt letter (mailed to ISSS or address listed under Part 2, Question #5 on your I-765) several weeks after they receive it. *If you choose to use the UNT ISSS Office address, you authorize ISSS staff to open USCIS correspondence and make a copy for your file.*