

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 via [iNorthTX](#):
 - 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. **DO NOT FILE YOUR OPT APPLICATION WITHOUT YOUR OPT APPROVED I-20.**
 - 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: USE THIS FORM ONLY IF YOU CHOOSE TO MAIL YOUR APPLICATION 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 upload a scanned copy of your OPT packet to [iNorthTX](#) to be reviewed by an Immigration Advisor for advice.**

Please submit the "OPT Packet Review" e-form under the "F-1 Student Services" section.**

STEP 3 - File online at <https://myaccount.uscis.gov/> OR mail your application to USCIS (do not file both ways)

- Make a copy of the entire packet for your records.
- If you decide to mail your application instead of filing online, there are two recommended ways to mail your packet. Review the I-765 instructions found online at <http://www.uscis.gov> to ensure the proper mailing address. Sending your packet without a delivery receipt is not recommended.
 - USPS Deliveries (**Preferably use Priority Mail or Certified mail with Return receipt requested**)
 - Express Mail and courier service Deliveries (UPS, FedEx, DHL, etc.)

USPS Deliveries (Mail Certified mail, Return receipt requested)	For Express Mail and courier service Deliveries (UPS, FedEx, DHL, etc.)
USCIS Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374	USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn – 3 rd Floor Chicago, IL 60680-5374

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.* Prepared to the best of our knowledge in 7/2007 (Updated 09/2021) by the staff of International Student and Scholar Services, (Phone (940) 565-2195). USCIS regulations and procedures are subject to change with little notice. Please inform us of any difficulties you encounter following these instructions.