

## Optional Practical Training (OPT) Instructions

Note: USCIS now allows students to submit the I-765 application by mail or through an online portal. The ISP office recommends submitting it through the online portal and those instructions are below.

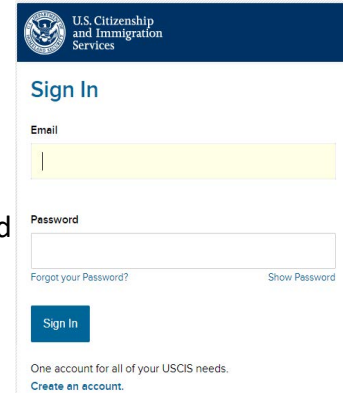
### 1. Student meets with the Office (appointment required):

- DSO provides application information
- DSO reviews the requirements for OPT
- DSO determines if the student is eligible

### 2. Student Prepares Application and Reviews I-765 Instructions

\*Fill out OPT application and meet with a counselor to have OPT application signed

\*Create online USCIS account at [myaccount.uscis.gov](https://myaccount.uscis.gov)



\*Gather and scan the following documents to your computer:

- Copy of **Passport**
- A print out of your **I-94 Arrival/Departure Record** (<https://i94.cbp.dhs.gov/>)
- A **2x2 inch Photo of You**(Passport Style)

**Passport Style Photo:** The photo must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member.

- Your **New I-20** with a DSO endorsement for OPT
- I-20s with previous CPT/OPT authorizations**(if applicable)

### 3. Student Sends ISP OPT Application, Evidence of Graduation Petition Filed, and Unofficial Transcripts

- Review your materials
- Recommends student and prints new I-20

### 4. Student Meets with ISP to do I-765 Online Together

**Note: You will be required to pay the \$410 filing fee online.**

- ISP will make an appointment to meet on Zoom

### 5. Student Notifies ISP Office of Response

- Must be employed by 90 days of receiving the EAD Card, otherwise OPT is cancelled

### 6. Student Notifies and Reports Employment to ISP Office

- Complete OPT reporting form and email to [arcintlprogram@arc.losrios.edu](mailto:arcintlprogram@arc.losrios.edu)



## Optional Practical Training (OPT) Application

### Guidelines

- Proposed employment is directly related to the student major area of study after completion of study
- Student must have been enrolled on a full-time basis at an USCIS approved school for one full academic year
- Maximum of 12 months, up to 40 hours a week
- Must be recommended by DSO and be approved with your Employment Authorization Document (EAD) before you start to work
- You must not be unemployed 90 calendar days after your EAD approval, your record will be cancelled if not offered employment

<b>Submit to the International Student Office:</b>	<b>FOR INFORMATIONAL PURPOSES</b> Submit to USCIS <i>within 30 days</i> after recommendation for OPT by DSO:
<input type="checkbox"/> Optional Practical Training Application with counselor approval <input type="checkbox"/> Evidence of graduation petition filed <input type="checkbox"/> Unofficial Transcripts	<p>Form I-765 Online with:</p> <ul style="list-style-type: none"> <li>*Copy of Valid Passport</li> <li>*Copy of I-94</li> <li>*Passport style photograph</li> <li>*Copy of Current I-20 with DSO endorsement</li> <li>*\$410 filing fee</li> </ul> <p style="font-size: small; text-align: center;"><i>ARC is not responsible for providing legal assistance. Students must refer to the USCIS webpage for up-to-date information</i></p>

### OPT APPLICATION

<b>Student ID number:</b>	<b>SEVIS ID #:</b>	<b>Semester:</b> Fall _____ Spring _____
<b>Last Name:</b>	<b>First Name:</b>	<b>Email:</b>
<b>Education Level Completed:</b>	<b>Major (listed on I-20):</b>	
<b>Describe the training proposed to receive:</b>		
<b>Proposed Beginning Date:</b>	<b>Ending Date:</b>	
<b>Have you been authorized employment before?</b> Yes      No		

<b>TO BE COMPLETED BY THE COUNSELOR</b>		
<b>This student has met ARC Graduation Requirements:</b>	Yes	No
<b>Counselor Name:</b>		
<b>Counselor Signature:</b>		

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Recommended on SEVIS: _____ Contacted Student: _____