OPT Application Checklist

Please review the F-1 Guide to Optional Practical Training for general questions about OPT. To apply:

1) Gather complete packet (arranged in this order; DO NOT use staples and make only SINGLE-SIDED COPIES):
   - Check or money order for $410, payable to “Dept. of Homeland Security.” Make sure your name appears on the check. If multiple names appear on the check, circle yours. Alternatively, you may download and complete the G-1450, Authorization for Credit Card Transactions form at https://www.uscis.gov/g-1450.
   - 2 color U.S. passport-style photographs. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background. Recommended, but optional: lightly write your name on the back with a pencil or felt-tip pen.
   - OISS-provided cover letter on page 3 (optional, but highly recommended)
   - Completed Form I-765 (important: follow completion directions on page 2)
   - Current I-94 printout
   - Copy of your visa and passport identity page (and any renewal pages)
   - Copy of all previously issued I-20s (1st and 2nd page; do not copy instruction page).
   - Copy of the front and back of any previous EAD cards (i.e. previously done OPT)

2) Make an appointment with OISS to complete the application. This appointment will last roughly 30 minutes. You will be given the I-20 needed to complete your application at this appointment. DO NOT mail your application without it.

3) Next Steps
   - Mail your application using Certified Mail to USCIS at USCIS, P.O. Box 21281, Phoenix, AZ 85036. If you wish to express mail through FedEx, UPS, or DHL please use the address found at https://www.uscis.gov/i-765-addresses under Foreign Students > Eligibility Category (c)(3)(i).
     NOTE: Your form must be received by USCIS no later than 30 days after the OISS issues the I-20 and within 60 days of your last day of class.
   - Email a copy of your application receipt to international@kgi.edu when received (formal receipt; no copy of the confirmation email is needed).
     - Sign up for Informed Delivery by USPS at https://informeddelivery.usps.com. This will help you track the expected arrival of your EAD card.
     - Register a My Case Status Online account at https://egov.uscis.gov/casestatus/ after receiving your receipt. This will allow you to receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed. Notify the international office immediately if your card is not received within 3 days of its expected arrival.
   - If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
   - Email a copy of your EAD card and I-797 approval notice to international@kgi.edu when received. You may only begin work once you have received the card and the dates on the card have been reached.

Reporting Employment and Travel:
   - You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, complete the OPT Reporting Form on the Current Students page under Forms; OR report directly in the SEVP OPT Portal. You will be emailed login information AFTER your OPT has been approved and the start date has been reached. Learn more and review the User Guide at https://studyinthestates.dhs.gov/create-an-sevp-portal-account.
   - Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.
   - Interested in travel? Please consult the Travel Guide on the Current Students page under Travel for specific guidance BEFORE making travel plans.
Completion Guide for filling out I-765 Application Form. Please click here for a link to complete instructions issued by USCIS; it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information:
- Type or print legibly in black ink. For answers that do not apply to you, write NA (or include the cover letter on the 3rd page).
- Sign your application in black ink. DO NOT LEAVE YOUR APPLICATION UNSIGNED AND DO NOT REMOVE ANY PAGES, even if they do not apply. All 7 pages must be included.

Part 1: Select 1.a. "Initial permission to accept employment"

Part 2:
- 1.a-4.c Name: List your entire family name in CAPITAL LETTERS. Use proper case for your first name and middle name. Please write your name exactly as it appears on your I-20. If your name will not fit, please write "see attached" and attach a page spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete 2.a-4.a. as needed. You may attach more pages if necessary.
- 5.a-7.e Address: Your US Mailing Address is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family's address, indicate the person’s name in the In Care of Name line (note that this person must be listed with the US Postal Service as living at that address). If you listed a mailing address that is NOT your current physical living address, select "No" for #6 and complete #7.a-7.d with your current physical address. If you select "Yes" in #6, write "NA" in #7.a-7.d or include the cover letter on the 3rd page.
- 13.a Social Security Number. If you already have an SSN check "Yes" in #13.a., enter the number in #13.b., and skip to question #18. If you do not already have an SSN, check "No" in #13.a, select "Yes" for #14 and complete questions #15-17.b.

Part 3:
- 1.a.-2 Application Declaration. Select only ONE answer. Select #1.b. or #2 ONLY if you were not the person to complete the form. If you select #1.b or #2 Parts 4 and 5 must be completed. If you selected #1.a, insert NA parts 4 & 5 or use cover letter on page 3
- 7.a.-7b Applicant Signature. You must sign and date your application in black ink. Sign within the lines (try not to cross outside of the box).

Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT). It is recommended that the cover letter on page 3 be attached.
- 1.a-1.c Name. Relist your name details.
- 3.d. Explanation of previous work. List all SEVIS ID numbers, level (i.e. bachelors or masters), and whether CPT or OPT was done. If CPT or OPT was done, explain the opportunity. Examples:
  - Student studied in the US for bachelor degree but did not do practical training. Returned to US later to earn masters degree at KGI and has done CPT. Answer would look something like: “Previous SEVIS ID N0001234567, bachelors degree, no CPT or OPT. Current SEVIS ID N0012345678, masters degree, CPT from 5-1-18 to 8-30-18, at Regeneron for internship requirement, 40 hr/wk.”
  - Student studied in the US only and has done CPT practical training. Answer would look something like: “Current SEVIS ID N0001234567, masters degree, CPT from 5-1-18-8-30-18, at Regeneron for internship requirement, 40 hrs/wk; CPT from 8-31-18 to 12-14-18 at Regeneron for internship course, 20 hrs/wk.”
  - Student studied in the US at bachelors level, completed OPT, and transferred to KGI for masters but did not do CPT. Answer would look something like: “Current SEVIS ID N0001234567, bachelors degree, OPT from 5-30-15 to 4-30-16 at Shire, 40 hrs/wk. Masters degree, no CPT or OPT.”
Friday, November 8, 2019

Dear USCIS Adjudicator,

My name is _________________________________ and I am applying for post-completion OPT. I have completed the I-765 application form to the best of my ability. As you review my request, I humbly ask for your cooperation in making the following assumptions:

- Any field left blank on the I-765 form is a field that does not apply to me. I am certifying by my signature below and by my signature on the I-765 application that I have completed every field that is applicable to me and my history.

- If I have participated in practical training, or studied in the US in the past, that I have done my best to accurately recall all pertinent details and have completed part 6 to the best of this recollection. Any omission of information is therefore accidental, and I ask that USCIS consider issuing an RFE to clear up any questions you may have.

Thank you in advance for reviewing my application. I look forward to receiving approval for OPT in the near future.

Sincerely,

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