



Student Instructions for OPT Application

STEP 1: Make an appointment with international student advisor ("BO")

STEP 2: Complete all USF documentation:

OPT Form 1-

OPT Form 2- OPT Start Date

OPT Form 3- Acknowledgement of responsibility while engaged in OPT

STEP 3:

Documentation must be prepared by:

Completed I-765

Original I-765 form completed by a student with original signature. Use the most current forms section of the USCIS website. Version available from the Immigration & <http://www.uscis.gov>

Save the form to a flash drive or to your computer.

Use your current mailing address or the mailing address where you will be living for at least three months. The US Postal Service will not forward the EAD form if you leave a forwarding address.

Printed copy of your I-94 card: found here <https://i94.eba.dhs.gov/I94/>

-1145 form:

-notifications via text message and e-

here:

[-1145.pdf](#)

Copy of a previously issued EAD (if applicable)

Photocopies of all previous I-20s (front and back)

STEP 4: ~~After the manufacturer orders your new I-20, you will receive a new I-20. The responsibility of the student.~~ Documents should be mailed in the following order:

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1. ~~G-1145 form (see current fee at <https://usa.uscis.gov/i-765>, read instructions from Department of Homeland Security) and photos attached (name and I-94 must be written on the back of each photo in pencil)~~
2. I-765
3. Copy of new I-20 requesting OPT
4. Copies of all previous I-20s in chronological order (most recent on top)
5. Copy of visa
6. Copy of passport
7. Copy of I-94
8. Advisor approval (OPT Form 1)

STEP 5: Receive notification of acceptance or declination of OPT application.

~~Once you receive the card, you are authorized to work only for the dates on the card and you are not authorized to travel outside the United States.~~

NOTE: We do not recommend any travel outside the US while the OPT application is being adjudicated.

request for OPT is pending?

~~DSO and on the application and would be able to send in requested documents. Also, if USCIS approves your OPT application, you will be able to re-enter the United States. Like a request for further information, USCIS may ask for:~~

~~Some examples of documents you may need to submit:~~

~~-enter the United States in~~

addition to your Form I-20, valid passport and visa, and a letter of em

~~ployment from your current employer outside the United States. If you are currently employed in the United States, you will not be able to re-enter the United States in F-1 status."~~

Note: Do not throw away your EAD card even after it expires. You might have to show proof of previous employment