



## 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:

Complete the following:

### Completed I-765

Original I-765 form completed by a student with original signature. Use the most current

version of the form. Download the form from the following link:  
<http://www.uscis.gov/e-forms>

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:

responsibility of the student. Documents should be mailed in the following order:

1. G-1145 (see current fee at <https://usa.uscis.gov/i-765>, and a return address 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: Once you receive the card, you are authorized to work only for the dates

and make sure to continue to stay in 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 request:

Some examples of documents you may need to provide:

-enter the United States in

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

status." "I am currently outside the United States and 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