Applying for OPT

You must meet with a DSO in the International Programs Office to discuss an application for OPT. It is best to do this in the first weeks of your final quarter or the end of the quarter prior to your final quarter. Things to consider before applying:

- You must be enrolled full-time for one full academic year (3 consecutive quarters). This applies to OPT and to CPT.

- You may not apply for OPT if you engage in Study Abroad in your final quarter. You are NOT in a non-immigrant status when outside the U.S. (even though your SEVIS record is still active and you must still abide by government regulations).

OPT Filing Deadlines

Standard post-completion OPT can be filed up to 90 days before program completion and up to 60 days after the program end-date.

Application Procedures

1. Go to the fill-able I-765, Application for Employment Authorization, at [www.uscis.gov](http://www.uscis.gov). Complete it then print out the filled form. (DO NOT print out a blank I-765 form and fill it out with handwritten responses.) NOTE: For item 16 use this code: (c) (3) (B) for F-1 students
   - Save and Email the completed I-765 to your immigration advisor in the International Programs Office. At this time, schedule a one hour appointment to meet with your advisor/DSO. At the appointment obtain a new SEVIS Form I-20 with endorsement for practical training and DSO recommendation.

2. Photocopies of pages 1 and 3 of all previous I-20(s).

3. Photocopy of I-94 card (both sides, even if there is nothing on the back).

4. $380.00 application fee. Send a check or money order payable to “U.S. Citizenship and Immigration Services” (USCIS). DO NOT MAIL CASH, and DO NOT POST-DATE THE CHECK. Please note that bouncing a check to USCIS will cause loss of OPT time.

5. Two passport size color photographs, full frontal face position. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm—DOS web site.) Lightly print your name and SEVIS # with a pencil on the back of the photos. It is easy for the photos to become separated from the rest of your application. For information on photo standards, visit [http://travel.his.com/passport](http://travel.his.com/passport)

6. Photocopy of the student visa page

7. Photocopy the biographic information page of your passport.

8. If you have previously been issued an Employment Authorization Document (EAD), include a legible photocopy, front and back.
9. Photocopy of USCIS Notice of Action, DS-2019, and I-94 if you applied for change of status from J-1 to F-1. OR Photocopy of USCIS Notice of Action, visa, and I-94 if you applied for change of status from other visa categories.

**Notes:**

1. The 17-month post-completion OPT extension is only available to bachelor’s, master’s and doctoral degrees in certain STEM (science, technology, engineering and math) fields.

2. Keep photocopies of everything you mail to the U.S. Citizenship and Immigration Services (USCIS). Photocopies are also available in the International Programs Office.

3. If you change your address after mailing your application, fill out AR 11 online at [www.uscis.gov](http://www.uscis.gov). Inform the International Programs Office within 10 days of the move, and also inform the U.S. Postal Service.

4. Send your application by certified mail to:

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<th>For U.S. Postal Service (USPS) deliveries:</th>
<th>For Express Mail and Courier deliveries:</th>
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<tr>
<td>Department of Homeland Security</td>
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<td>U.S. Citizenship and Immigration Services</td>
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<tr>
<td>PO Box 21281</td>
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<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E. Skyharbor Circle S, Suite 100</td>
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