OPTIONAL PRACTICAL TRAINING FILING PROCEDURE

1. Student must submit the following documents to the International Students & Scholars Office:
   - Acknowledgment Form (student’s signature required)
   - Certification of Course Completion form signed by the Academic Advisor/Dean of the School
   - Completed Form G-1145, filled out and signed in blue ink.
   - Completed Form I-765, filled out and signed in blue ink.
   - Copies of current Form I-20, and any previously issued I-20(s).
   - Transfer students also must submit previous schools I-20(s).
   - USCIS Approval notice for change of status to F-1 (if applicable)
   - Copies of the passport: bio-page, expiration date page (if was expired), visa page and the I-94 electronic arrival record. Note: passport has to be valid
   - Two color photos with your name and I-94 number written on the back (photo requirements are enclosed in OPT packet)
   - $380 check or money order payable to “Department of Homeland Security”
     Write your name and I-94 number on the “memo” part of the check or money order (do not write anything or sign on the back of the check).

2. The International Student Advisor will:
   a) Review documents submitted.
   b) Submit your OPT request with the start OPT date electronically to the Student Exchange Visitor Information System (SEVIS) and issue a new I-20 for the duration of OPT

3. Students must mail the OPT application along with a new “OPT” I-20 to the USCIS within 30 days of the date the I-20 was issued. USCIS will deny your application if it is received 30 days after OPT I-20 was issued. The mailing packet may be picked up approximately 2-3 days after submission to the International Students & Scholars Office. Please mail the documents to the USCIS. It is suggested that you use Federal express mail service (FedEx) to mail the application to the following address:

   For Express mail and courier deliveries:
   USCIS
   Attn: AOS
   2501 S. State Hwy. 121 Business
   Suite 400
   Lewisville, TX 75067

   For U.S. Postal Service (USPS) Deliveries:
   USCIS
   PO Box 660867
   Dallas, TX 75266

4. Students should keep copies of all mailed documents for their records.
   The response time to receive your EAD (employment authorization document) card is anywhere from 2 – 3 months.

IMPORTANT:
You should not leave the United States after completing your studies without first receiving the Employment Authorization Document (EAD card). Your application is considered abandoned once you leave the U.S.