### Optional Practical Training (OPT) Filing Procedure

#### STEP 1: You are required to complete the online OPT Workshop prior to submitting your application to the ISS Office.
Visit [www.pace.edu/iss/planning-to-work](http://www.pace.edu/iss/planning-to-work) and complete all three modules and the quiz on the F-1 OPT page.

#### STEP 2: Read the OPT Guidelines on the website.
Visit [www.pace.edu/iss/planning-to-work](http://www.pace.edu/iss/planning-to-work) and review the OPT Guidelines on the F-1 OPT page.

#### STEP 3: Attend a Question & Answer Session after completing STEP 1 and STEP 2 (RSVP is required in order to attend).
Students who have completed all three modules of the online OPT Workshop will have the opportunity to attend an in-person Q&A Session (optional). The link to RSVP is provided in the OPT Workshop Quiz.

#### STEP 4: Submit the following documents to the ISS Office:

- **□** OPT Filing Procedure (THIS FORM)
- **□** Acknowledgment Form (student’s signature is required)
- **□** Certification of Course Completion Form (signed by Academic Advisor/Dean of the School)
- **□** $410 check or money order payable to the “U.S. Department of Homeland Security”
  
  Write your name and I-94 number on the “memo” part of the check or money order (do not write on or sign the back of the check)
- **□** Two color photos with your name and I-94 number written on the back (requirements are enclosed in OPT packet)
- **□** Completed Form G-1145, Type or print in **black** ink
- **□** Completed Form I-765, Type or print in **black** ink; for item #16 the eligibility category is (c)(3)(b)
- **□** Copies of current Form I-20, and any previously issued I-20(s), including I-20(s) from previous schools
- **□** Copies of passport pages with bio-page, signature, and validity dates
- **□** Copy of the most recent F-1 visa (or USCIS Approval Notice for change of status to F-1)
- **□** Copy of most recent I-94 (can be printed at [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home))
- **□** Copy of previous Employment Authorization Document(s) (EAD), if applicable

#### STEP 5: The International Student Advisor will:

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

#### STEP 6: Pick up your OPT Application Packet from International Students & Scholars Office.
The mailing packet may be picked up approximately 3-4 business days after submission to the ISSO. Student should keep copies of all documents for their records.

#### STEP 7: Student will mail OPT Application Packet to USCIS.
Students must mail the OPT application along with the 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. It is suggested that you use Federal express mail service (FedEx) to mail the application to the following address:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067

Phone: (214) 346-1368
www.pace.edu/iss

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