

OPTIONAL PRACTICAL TRAINING (OPT) FILING PROCEDURE

STEP 1: Review the [ISS Website F-1 OPT page](#).

STEP 2: [Log in to ISS Connect](#) with your Pace University credentials (username and password) to create an OPT Request. **Proceed with ALL instructions listed until ALL boxes are checked. Click "Submit" at the top of the page after completing all requirements on the OPT Request page.**

- a) View the **Learning Content**, complete the **Assessment**, sign the **Acknowledgement Form**, and request **Certification of Course Completion** from your academic advisor/dean
- b) **Upload scans** (PDF Format) of the original documents required for OPT Application listed below
- c) Pay the **\$125 ISS OPT Administrative Fee** (*credit card only; no checks or money orders*)

Documents required for OPT Application:

- ☐ **\$410** check or money order payable to the "**U.S. Department of Homeland Security**"
See "Sample Check/Money Orders" Learning Content in ISS Connect OPT Request
- ☐ Two identical passport-style photos with your name and I-94 number **written on the back lightly in pencil or felt pen**
See "Photo Requirements" Learning Content in ISS Connect OPT Request
- ☐ Completed Form G-1145, Type or print in **black** ink
- ☐ Completed Form I-765, Type or print in **black** ink; eligibility category is (C)(3)(B)
See "Sample Form I-765 for OPT" Learning Content in ISS Connect OPT Request
- ☐ Copies of current Form I-20, and any previously issued I-20(s), **including I-20(s) from previous schools** (*most recent on top*)
- ☐ 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>)
- ☐ Copy of previous Employment Authorization Document(s) (EAD), if applicable

STEP 3: The International Student Advisor will:

- a) Review your OPT Request in ISS Connect
- 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 4: After submission of request, allow **7 business days** for processing. ISS will email you when your I-20 is ready.

STEP 5: Compile paper copies of the documents **in the order listed above** to be mailed to USCIS. Use a paperclip to attach the check and two photos on top of your packet. **DO NOT** staple any documents. Add a **copy** (you will keep the original) of your new OPT I-20 on top of the copies of your previous I-20(s).

STEP 6: Student will mail OPT Application Packet to USCIS. Student should keep copies of all documents for their records.

****Students must mail the OPT application along with a copy of 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. If you do not completely fill out the Form I-765 or fail to submit required documents, USCIS may deny your application.**

It is suggested that you use Federal express mail service (FedEx) to mail the application. **Have your passport with you, as FedEx requires all customers to present a valid government/state-issued photo ID.*

FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517