



OPTIONAL PRACTICAL TRAINING (OPT) FILING PROCEDURE

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

STEP 2: [Log in 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.**

- View the **Learning Content** (Filing Procedure, Workshop, Guidelines, Sample Form I-765), complete the **Assessment**, sign the **Acknowledgement Form**, and request **Certification of Course Completion** from your academic advisor/dean
- Upload scans** (PDF Format) of the original documents required for OPT Application listed below
- Pay the **\$125 ISS OPT Administrative Fee** (*credit card only; no checks or money orders*)
- RSVP to in-person Q&A Session (optional) after completing online OPT Workshop and passing the Assessment

Documents required for OPT Application:

- \$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. Your address is required on the check or money order; if your address is not already printed on the check, please write it at the top left as shown in the OPT Workshop. (do not write on or sign the back of the check)
- Two identical passport-style photos with your name and I-94 number **written on the back lightly in pencil or felt pen**
Photos must be 2 by 2 inches on a white to off-white background (see [detailed photo requirements](#))
- 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)
*Use Part 6. Additional Information to provide all **previously used SEVIS numbers** and evidence of any **previously authorized CPT or OPT** and the academic level at which it was authorized (See Sample Form I-765 for guidance).*
- 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:

- Review your OPT Request in ISS Connect
- 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: Pick up your OPT I-20 from International Students & Scholars Office 4 business days after submission of request.

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.*

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