

Optional Practical Training (OPT)

Request Form

USCIS regulations state that applications for post OPT are accepted no more than **90 days before** a student's program end date and no more than **60 days after** the program end date. It can take 3 to 5 months to receive your EAD card from USCIS. Pre-completion OPT applications are accepted any time during the student's program, as long as the student completed one full academic year.

PLEASE COMPLETE THE FOLLOWING INFORMATION.

Student Name	Birthday
SID 885-	SEVIS ID N
Local Address	City, Zip Code
Email Address	Phone
Program of Study	Today's Date

Type of OPT Request:	<input type="checkbox"/> Pre-Completion <input type="checkbox"/> Post Completion <input type="checkbox"/> STEM 24 month extension (Bachelor's only) Requested start date (mm/dd/yyyy): _____
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Prior OPT History:	Have you been authorized for OPT in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, when? From: ____/____/____ to ____/____/____ What was your program of study at the time? _____
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Expected Completion Date:	_____/_____/____ (mm/dd/yyyy)
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Program End Date on Current I-20:	_____/_____/____ (mm/dd/yyyy)
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Completed online graduation application? Post Completion OPT ONLY	Have you completed the online graduation application at www.lwtech.edu/graduation ? <input type="checkbox"/> No <input type="checkbox"/> Yes *If post completion OPT, please do so before submitting the OPT Request form
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Type of employment you are seeking:	What type of employment will you seek and how will it relate to your program of study? _____ _____
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Student Certification

I have maintained valid F-1 status since I began studying at LWTech. I understand that I must report to my international advisor at LWTech any change to my name or address, or any interruption of OPT employment within 10 days. I understand that if I accrue more than 90 days of unemployment during my post-completion OPT, I will be violating the requirements for remaining in valid F-1 status.

By signing this form, I attest that the above information is accurate to the best of my knowledge. I understand that providing false information may negatively affect my immigration status.

Student signature _____ Date _____

OFFICE USE ONLY

SEVIS updated on: _____ by _____ DSO Signature _____ Date _____

F-1 OPT Application Checklist

REMINDER: The OPT application must be received by USCIS within 30 days of the date your OPT I-20 is issued. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.

Here is everything you need to apply for OPT:

- Completed [Form I-765](#)** - you can find this form easily online; I-765 Instructions for Application for Employment Authorization
 - Type or print all characters clearly or your application will be rejected
 - Be sure to check off the purpose of the form (i.e. "I am applying for:")
 - ITEM 14: The I-94 number is on the [I-94 printout](#) (if entered by air/sea) which you can find online at www.cbp.gov/i94, or on the paper I-94 card (if entered via land)
 - ITEM 20:
 - For pre-completion OPT (i.e. OPT dates before the I-20 end date), **enter "c 3 A"**
 - For post-completion OPT (i.e. OPT after completing studies), **enter "c 3 B"**
 - For STEM extension request, **enter "c 3 c"**
 - Skip ITEMS 21 - 23 for OPT
 - **Sign in blue ink, making sure that signature is completely within the box**
- Government OPT filing fee of \$410**
 - Must be a money order or check from a US financial institution- you can get these at the US Post Office or your bank
 - Make the check payable to the U.S. Department of Homeland Security
 - Must be drawn at a financial institution that is physically located in the U.S.
 - see Required Documentation on [Page 16 of Form I-765 Instructions](#)
- Two US passport-style photos** (taken recently)
 - Place in a clear ziploc bag or envelope
 - Photograph instructions: see Required Documentation on [Page 13 of Form I-765 Instructions](#)
 - Lightly print your name and SEVIS ID on the back of each photo with a pencil
- Completed G-1145** (optional but recommended)
 - **To receive an e-Notification** when your Form I-765 has been accepted, complete [Form G-1145](#) and attach it to the front of the application.
- Photocopy of new OPT I-20 and all previous I-20s for current and all past F-1 programs.**
 - Include copies of pages 1 and 3 for I-20s issued before 6/27/2015 or pages 1 and 2 for I-20s issued after 6/27/2015.
- Photocopy of current [I-94 printout](#)** (if you have a paper I-94 card, include front & back)
 - Visit www.cbp.gov/i94 to retrieve the printout
- Photocopy of passport** (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
- Photocopy of the visa sticker used for last entry into the U.S. (except citizens of Canada & Bermuda)**
- If applicable, photocopy of any previously issued employment authorization documents (e.g. EAD cards)**

Final Steps:

- 1. Check all documents for completeness and accuracy.**
- 2. Be sure to sign Forms I-20 and I-765 in blue pen.**
- 3. Make a complete copy of your application for your records.**
 - The International Office does not maintain copies of OPT applications
 - All documents should be single-sided; **do not use staples**
- 4. Mail completed application** to the USCIS office that has jurisdiction over the address listed on your Form I-765 (see below):

USCIS Mailing Address and Instructions:

The USCIS “Phoenix Lockbox” filing location is applicable to the following states and territories:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, **Washington**, Wisconsin, Wyoming, Guam, and/or the Northern Mariana Islands.

US Postal Service Address	Express Mail & Courier Services
USCIS	USCIS
P.O. Box 21281	ATTN: AOS
Phoenix, AZ 85036	1820 E. Skyharbor Circle S
	Suite 100
	Phoenix, AZ 85034

If the state you put on form I-765 in item 3 is not in this list, refer to the different mailing instructions for F-1 OPT applications in the [I-765 Instructions](#).

Finally, we recommend that you mail your application by express mail such as Federal Express or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.

* Place all documents in an 8.5”x11” envelope and mail them to USCIS address noted above.