

## Applying for Optional Practical Training

### What the Student Needs To Do

1. Tell the International Students and Scholars office that you want to apply for practical training well before graduation (three months or more). This will allow your SEVIS record to be updated before your completion date is reached.
2. Attend the “Practical Training” workshop that is held each semester. This group meeting will provide you with basic information about practical training, eligibility, the application process, etc.
3. Obtain and complete form I-765 from International Students and Scholars. (See notes below).
  - Top: Check “Permission to accept employment.”
  - #3: CAUTION! Do not use your L&C address or any address from which you might move within the next four months. The post office will NOT forward EADs. We suggest using the ISS office as your address. To do so, use the following:  
STUDENT NAME  
0615 SW PALATINE HILL RD, MSC 192/INT’L STUDENTS  
PORTLAND OR 97219-7899
  - #10: Use your I-94 number.
  - #16: Enter the following code exactly: “(C) (3) (B)”
  - Sign the form.
4. Bring the completed forms, photographs and all items listed below to the ISS Office.
  - Your passport
  - Your current I-20
  - Copies of all previous I-20 forms, even those from previous schools.
  - Your I-94 (the small white card usually stapled in your passport). **Note:** The I-94 must show that you have completed “special registration” if required.
  - Form I-765—available at the ISS. **Note:** Form must be completed in blue ink. Versions prior to 5/27/08 are no longer accepted by USCIS.
  - A check for \$380.00 made payable to “U.S. Department of Homeland Security”
  - Photocopies of previous EAD card IF YOU HAVE ONE
  - Two “passport photos.” These can be obtained at any passport photo shop. The photos **cannot** be ones you have used for a passport, visa, etc. Print your name on the back of each photo. (Tips: [http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html))

#### **Remember:**

- It can take up to three months to receive the EAD card.
- The EAD will be mailed to whatever you list as your “mailing address” on form I-765. Think ahead. Will that still be your mailing address in three to eight weeks when your EAD is mailed to you?

### ISS Staff Will (Check list)

- Check the I-765 to make sure it is the correct version (Rev. 11/23/10 or later) and that it is completed correctly.
  - Be sure to check “Permission to Accept Employment” at top of form.
  - Make sure the ISS address is used (See correct address above).
  - Codes for #16 are: (c)(3)(A) for PRE-Completion OPT, (c)(3)(B) for POST-Completion OPT, and (c)(3)(C) for 17-month extension for STEM students.
  - Make sure the student signed the form.
- Remind the student about travel rules. Students **can** leave the US after filing the OPT application (e.g. to go to Canada or home on spring break), but **should not** leave the US after graduation until their EAD card arrives.
- Register on SEVIS. Go to “OPT Request” and fill in information. Under Question #6 (How/Why OPT is relative to work), write: “Full time OPT in the field of \_\_\_\_\_ is recommended, beginning on \_\_\_\_\_, or from the date of USCIS adjudication, if later.” If exact date not known, write “Student requests 12 months of OPT from date of USCIS adjudication.”
- Be careful to use the correct “Program End Date.” It should be dated the final day of exams in the student’s last semester.
- Sign the newly printed I-20 on page 1 and page 3.
- Have the student sign page 1.
- Make one copy of everything:
  - I-765
  - Info pages of passport
  - Visa page of the passport
  - I-94 (front and back)
  - Newly printed I-20 (both pages)
  - All previous I-20 forms from all schools (front and back)
  - Previous EAD cards (front and back), if applicable
  - Pictures (with name printed on the back of each picture)
  - Check for \$380.00 payable to US Dept. of Homeland Security
- Make one additional copy by running the photocopies again.
- Write the date that the forms are being sent on one copy and put it in the student’s file.
- Mail the following to: USCIS, PO Box 21281, Phoenix, AZ 85036 (For courier, the address is: USCIS, ATTN AOS, 1820 E. Skyharbor Circle S., Suite 100, Phoenix, AZ, 85034)
  - Original I-765
  - Photocopy of newly issued I-20 ( both pages)
  - Copies of all previous I-20’s (front and back) including those from previous schools.
  - Copy of passport information page
  - Copy of previous EAD cards (front and back), if applicable
  - Copy of F-1 visa page of the passport
  - Copy of I-94 (front and back)
  - Original pictures (in a small clear plastic envelope).
  - Check payable to USCIS

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#### Notes:

- Only copies of the I-20 forms are sent to DHS as part of the OPT application.
- Always mail in a manila envelope and put the check on top.
- Use one paper clip, no staples.