Optional Practical Training (OPT) Application Instructions

Step 1. View ISSS OPT tutorial before you apply. For more OPT information, visit Pre OPT or Post-OPT website.

Step 2. Complete and submit the OPT I-20 request form; signed by you and your Academic advisor. Provide copies of all previously issued Employment Authorization (EAD) cards if applicable.

Step 3. ISSS processing time is 1 to 7 business days. ISSS will email you when your OPT I-20 is ready for pick-up.

Step 4. Using the suggested checklist below, prepare your Form I-765 OPT application. Mail to the appropriate USCIS lockbox for adjudication. USCIS must receive your complete OPT application within 30 days of the new OPT I-20 being issued.

Checklist of Items to Submit to USCIS

Mail the following documents to the USCIS lockbox for the I-765 for your state, in the order listed below, held together by paper clip, binder clip, or fasteners for thick or bulky applications.

1. Form I-765 filing fee-$410.00. Choose one method.
   a. A person check, cashier’s check, or money order payable to the “U.S. Department of Homeland Security” (do not abbreviate). If you want, write your I-94 # number on the check. OR
   b. Form G-1450, Authorization for Credit Card Transactions.
2. Two identical passport-style photos with your name and I-94 # lightly written on the back of each photo.
3. Form G-1145, E-Notification of Application/Petition Acceptance (optional).
4. Form I-765 Application for Employment Authorization (all pages), completed and signed.
   Read the USCIS Instructions for Form I-765. Read all of the instructions, pay special attention to instructions for F-1 student categories on pages 3-4. Failure to follow instructions may result in rejection or denial of your application. We have developed an I-765 Completion Guide to help you. It is your responsibility to ensure Form I-765 is properly completed.
5. Photocopy of your OPT recommendation I-20 issued by ISSS within the last 30 days.
6. Photocopy of a valid passport: photo pages and any additional biographical pages. If you have renewed your passport, include photocopies of old and new passport.
7. Photocopy of your most recent F-1 visa stamp, if applicable.
8. Photocopy of your most recent electronic I-94 record from the CBP website. If you have a paper I-94, include both sides of paper I-94 card or your I-797A approval notice, if you received COS to F-1.
9. If any, photocopies of all previous CPT I-20s, from SJSU and/or other schools.
10. If any, photocopies of all previous OPT or STEM OPT I-20s, from SJSU and/or other schools.
11. Photocopy of the front and back of any previous EAD card(s), from SJSU and/or other schools, if applicable.
12. OPTIONAL: Include unofficial or official transcript, especially if you have received a changed status to F-1.

Prior to sending your Form I-765 OPT application to USCIS, make photocopies of all the paperwork for your records. Mail your OPT application within 30 days of the new OPT I-20 issuance date.

It may take 3-4 months for USCIS to adjudicate your OPT application. Please patiently wait for a decision, it is not possible to expedite your case. After you have received a paper receipt (I-797C Notice of Action), go to USCIS Case Status Online, enter the receipt number to check on our status of your application. You may also sign up for an USCIS account to manage your case.
**OPT I-20 Request Form**

**SECTION A. Student Information**  To be completed by F-1 student

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<tr>
<td>Family/Last Name(s):</td>
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<tr>
<td>Given/First Name(s):</td>
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<tr>
<td>SJSU ID #:</td>
<td>Non-SJSU email address you will use after graduation:</td>
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<td>Telephone:</td>
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**Current Residential Address**  This address will be recorded in SEVIS. It cannot be a P.O. Box

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<tr>
<td>Street Name:</td>
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</tr>
<tr>
<td>City:</td>
<td>State:</td>
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<td>Zip Code:</td>
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**Current Degree Level:**

- [ ] Bachelor’s
- [ ] Master’s
- [ ] Doctorate

**Major/Field of Study:**

**Any Minor(s):**

**Expected Degree Completion Term and Year:**

- [ ] Fall 20____
- [ ] Spring 20____
- [ ] Summer 20____

**Applying for:**

- [ ] Pre-Completion OPT: ( )Part-Time or ( )Full-Time
- [ ] Post-Completion OPT (full-time only)

**Requested OPT Start Date:** ______ / ______ / ______

**Requested OPT End Date:** ______ / ______ / ______

*For post-completion OPT-Start date must be within 60 days of your I-20 program completion date.*

**Have you been previously authorized any period(s) of OPT, including at another school?**

- [ ] No
- [ ] Yes

If yes, at what degree level(s)?

- [ ] Associate
- [ ] Bachelor’s
- [ ] Master’s
- [ ] Doctorate

**I have fully read all the slides in the OPT tutorial. I understand the OPT application process; it is my responsibility to submit the OPT application materials to USCIS in a timely manner. I understand that I am responsible for maintaining F-1 status and complying with reporting obligations while on approved OPT.**

**Student Signature:**

**Date:**

**Section B. Academic Department Certification**  To be completed by student’s academic advisor

**When is student expected to complete all degree requirements?**  Semester: ______ Year: ______

**For graduate students who will be completing their studies NEXT semester: Please confirm that the student will ONLY be enrolled in project, thesis, or comp exam next semester and would like to begin their post-OPT early**

- [ ] Yes
- [ ] No
- [ ] N/A

**I confirm the information provided in this section is true. I recommend that this student be permitted to apply for Optional Practical Training in order to obtain work experience in his/her field of study.**

**Advisor’s Name:**

**Telephone #:**

**Email:**

**Signature:**

**Date:**

**ISSS Staff Only**

**Received Date:**

**DSO VERIFICATION**

- [ ] 1 AY Completed
- [ ] Academic Standing-GPA
- [ ] Term Activation (Pre-OPT)
- [ ] # of Days Remaining (Post OPT): ______
- [ ] On Project/Thesis, Shorten I-20: ______

**DSO APPROVAL**

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**AT RETURN**

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**Disclaimer:** Any advice provided to you by ISSS staff and any information on our website, forms, etc. should not be construed as legal advice. Due to the fluid nature of governmental interpretation, immigration laws, regulations, and eligibility requirements for benefits may change at any time. It is your responsibility to seek professional legal advice if you have case specific concerns.