

## 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.** Effective May 15, 2020, pay the one-time **\$150.00** Post-Completion OPT fee by going to this [link](#). Select the correct payment option for the OPT fee (it's the first item on the menu.) Provide proof of payment receipt to ISSS.
- Step 3.** 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 4** ISSS processing time is 5 to 7 business days. ISSS will email you when your OPT I-20 is ready for delivery.
- Step 5.** Using the suggested checklist below, prepare your form I-765 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 by our office.**

---

### 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**

A personal 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.

- Two identical [passport-style photos](#) with your name and I-94 # lightly written on the back of each photo.
- [Form G-1145, E-Notification of Application/Petition Acceptance](#) (Highly Recommended).
- [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.
- Photocopy of your **OPT recommendation I-20** issued by ISSS within the last 30 days.
- 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.
- Photocopy of your most recent **F-1 visa** stamp, if applicable.
- 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.
- If any, photocopies of all previous **CPT I-20s**, from SJSU and/or other schools.
- If any, photocopies of all previous **OPT or STEM OPT I-20s**, from SJSU and/or other schools.
- Photocopy of the front and back of any previous EAD card(s), from SJSU and/or other schools, if applicable.
- 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**

<b>SECTION A. Student Information</b> To be completed by F-1 student		
Family/Last Name(s):		Given/First Name(s):
SJSU ID #:	Non-SJSU email address you will use after graduation:	Telephone:
<b>Current Residential Address</b> This address will be recorded in SEVIS. It cannot be a P.O. Box		
Street Name:		
City:	State:	Zip Code:
<b>Current Degree Level:</b> <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		<b>Major/Field of Study:</b>
<b>Any Minor(s):</b>		
<b>Expected Degree Completion Term and Year:</b> <input type="checkbox"/> Fall 20_____ <input type="checkbox"/> Spring 20_____ <input type="checkbox"/> Summer 20_____		<b>Applying for:</b> <input type="checkbox"/> Pre-Completion OPT: <input type="checkbox"/> Part-Time or <input type="checkbox"/> Full-Time <small>Discuss this option with an advisor before applying.</small> <input type="checkbox"/> Post-Completion OPT (full-time only)
<b>*Requested OPT Start Date:</b> _____/_____/_____ <small>(mm/dd/yyyy)</small> <small>*For post-completion OPT-Start date must be within 60 days of your I-20 program completion date.</small>		<b>Requested OPT End Date:</b> _____/_____/_____ <small>(mm/dd/yyyy)</small>
<b>Have you been previously authorized any period(s) of OPT, including at another school?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>If yes, at what degree level(s)?</b> <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		
<input type="checkbox"/> <i>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.</i>		
Student Signature:		Date:
<b>Section B. Academic Department Certification:</b> To be completed by student's Academic Advisor		
<b>When is student expected to complete all degree requirements?</b> Semester: _____ Year: _____		<i>For <b>Graduate Students</b> who will <b>ONLY</b> be enrolled in Project, Thesis, or Exam: Please confirm that the student will <b>ONLY</b> be enrolled in Project, Thesis, or Comp. Exam and would like to begin their full-time Post-OPT early.</i> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>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.</i>		
Advisor's Name:		Telephone #:
		Email:
Signature:		Date:
<b>ISSS Staff Only</b> Received Date:	<b>DSO VERIFICATION</b> <input type="checkbox"/> 1 AY Completed <input type="checkbox"/> Academic Standing-GPA <input type="checkbox"/> Term Activation (Pre-OPT) <input type="checkbox"/> # of Days Remaining (Post OPT): _____ <input type="checkbox"/> On Project/Thesis, Shorten I-20: _____	<b>DSO APPROVAL</b> Name: _____ Date: _____ <b>AT RETURN</b> Email: _____ Document Sent: _____