OPT Application Procedures

I. Attend a mandatory OPT seminar/schedule a mandatory appointment with an advisor to discuss the OPT process

II. Complete and submit the following documents to OIS:

- Completed Form I-765 (Can be downloaded from the USCIS website) with the $380.00 filing fee (Check or money order, payable to: Department of Homeland Security)
- Completed Form AR-11 if your address has changed (Can be downloaded from the USCIS website)
- Copy of ALL original SEVIS Form I-20 issued
- Copy of Form I-94 (front/back)
- Copy of Passport Information Page
- Copy of U.S. Visa
- Two Passport style photographs (must have white background, taken no earlier than 30 days prior to submission to CIS – see OPT instructions on USCIS for more detailed instructions)
- Copy of previous EAD card(s), if applicable
- Official Enrollment Verification Form from the Registrar’s Office
- Letter from the Graduate School (for all GSBS students) or Program Director (all other non-GSBS students) confirming completion of all requirements and upcoming graduation
- OPT information form signed by student
- Written statement from student with requested OPT start date
- Offer letter from employer, if applicable

III. After reviewing all documents mentioned above required for OPT application, an advisor will update the student’s record in SEVIS as having been recommended for Optional Practical Training. The student will then be notified via email to come in to sign the revised Form I-20.

IV. OIS will mail the necessary documents for OPT application by certified mail to the appropriate USCIS service center.

V. OIS will notify the student once the EAD card has been received and will mail the card by certified mail to the individual if necessary.

NOTE: It is currently taking CIS 120 days or more to process OPT applications. Therefore, it is important to apply in a timely manner based on your graduation date.