



OPTIONAL PRACTICAL TRAINING (OPT) I-20 REQUEST FORM

TO BE COMPLETED BY THE STUDENT:

Student's Name: _____
(Family Name) (First name) (Middle Initial)

SONIS ID: _____ SEVIS ID: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Have you been authorized for full-time Curricular Practical Training (CPT) in the past? Yes No

If yes, please list start and end dates of CPT (mm/dd/yyyy): _____

Which type of OPT are you applying for? Pre-Completion Post-Completion*

*The earliest a post-completion OPT application may be submitted is 3 months prior to completion of degree requirements. To calculate the first day USCIS can receive your materials, take the date listed by your advisor below and count backwards 90 days.

Regarding status while on OPT: Students remain on F-1 status while on OPT. The primary purpose of OPT is to pursue an internship/employment/practical training related to your field of study. Students authorized for the standard 12-month OPT period are limited to a cumulative total of 90 days without employment. Report OPT new employment, change in employment, change of residential/mailling address, change of legal name with 10 days of OPT start date and 10 days of any change thereafter. Keep a valid Employment Authorization Document (EAD, Form I-766).

I have been enrolled on a full-time basis for at least one academic year. I have followed the rules for maintaining lawful F-1 student status and understand the responsibility required for maintaining my lawful status during my period of OPT.

Student's Signature: _____ Date: _____

TO BE COMPLETED BY THE ADVISOR:

I, _____, certify that the student above wishes to secure Optional Practical Training employment and work in a job related to his/her major of _____. I confirm that the student will complete his/her degree requirements on _____ (mm/dd/yyyy), and that this section is true and correct. I recommend this student for Optional Practical Training (OPT) to enable the student to apply the principles learned in the classroom in a professional setting.

Faculty Advisor Signature: _____ Date: _____

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL (DSO):

Signature of (P)DSO _____ Date Processed: / /

Comments: _____

OPT FILING INSTRUCTIONS

When you receive the OPT recommended I-20, sign in the appropriate place, then prepare your packet to be mailed to the appropriate USCIS lockbox location. See the bottom of this sheet for lockbox information. Please note that it is your responsibility to ensure that all application materials are received by USCIS prior to the end of your 60 days grace period.

The materials to include in your OPT application packet (in order from on top to on the bottom) are:

- Form G-1145 “e-Notification of Application/Petition”
 - o Place on top of the application
 - o Highly recommended, but not required
 - o Form can be found at <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>
- Form I-765 “Application for Employment Authorization”
 - o Please indicate either **Pre-Completion: (c)(3)(A)** or **Post-Completion: (c)(3)(B)** in item 16 on page 1
 - o Form can be found at <https://www.uscis.gov/sites/default/files/files/form/i-765.pdf>
 - o It is recommended that you complete the form online and print. DO NOT SUBMIT THE FORM ONLINE.
 - o Print the Form I-765 and SIGN INSIDE THE BOX IN BLUE INK.
- Check or money order for \$410.00 USD, made payable to the U.S. Department of Homeland Security
- Two recent passport-style photos that are less than 30 days old
- Copy of the new I-20 with the OPT recommendation on the second page
 - o Must also be less than 30 days old
- Copies of all I-20s issued to you
 - o Ordered newest on top to oldest on the bottom
- Copy of passport biographical and expiration page(s)
- Copy of F-1 Visa
- Copy of most recent Form I-94
 - o Form can be found at <https://i94.cbp.dhs.gov/i94/#/recent-search>

****SUBMIT PACKET TO APPROPRIATE LOCKBOX DESTINATION****

If you are sending by regular mail (United States Postal Service), submit to:	If sending by express courier service (FedEx, DHL, UPS), submit to:
USCIS P.O. Box 21281 Phoenix, AZ 85036	USCIS Attn:AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034

****Please note that it will take at least 90 days for USCIS to adjudicate your application.****