

F-1 STUDENT: OPTIONAL PRACTICAL TRAINING (OPT)

APPLICATION PROCEDURES

The USCIS has specific requirements and deadlines for OPT applications that are strictly enforced. The OPT application requires a recommendation by the school but the actual authorization is granted by the USCIS. The application must be RECEIVED by the USCIS office no earlier than 90 days BEFORE you graduate but no later than 60 days AFTER your graduation.

To apply for OPT:

1. Review the OPT Tutorial presentation on our website:
<http://oiss.sa.ucsb.edu/students/opt>
2. Pay the \$150 OISS Processing fee on our website:
http://oiss.sa.ucsb.edu/payment/OPT/OPT_Payment
3. Submit the following to the OISS front desk:
 - a. OPT Request form
 - b. I-765
 - c. I-94
 - d. OISS Processing fee receipt
4. OISS will contact you within 10 business days to pick-up your OPT I-20 and mailing instructions from our office.
5. Mail the completed OPT Application packet to USCIS without delay. Review the checklist on the back of these instructions as to what is included in a **COMPLETE** OPT application packet.
6. When OISS receives mail from USCIS we will contact you via email, please be sure to keep our office updated with most current email address.

CHECKLIST FOR OPTIONAL PRACTICAL TRAINING APPLICATION

- Form G 1145 E-Notification of Acceptance**
 - ◆ Complete as directed.

- I-765 Form (download from <http://www.uscis.gov/files/form/i-765.pdf>).**
 - ◆ Check the box “Permission to accept employment”
 - ◆ Type your name and the address carefully. Be sure that it can be easily read to avoid errors.
 - ◆ **Item #3:** You should list the address as:

UCSB, OISS – MC 7150 (under “Number and Street”)
Santa Barbara, CA 93106 (under “Town”, “State”, “Zip Code”)
 - ◆ **Item #9a-** If you have a Social Security Number check yes and enter your number. If you do not have one and want USCIS to provide your information to the Social Security Administration to issue an SSN, check no and provide the requested information in item numbers 9b through 13b.
 - ◆ **Item #14:** 11-digit admission number found on your latest I-94 record (www.cbp.gov/i94).
 - ◆ **Item #15:** Only list Off-Campus Employment authorization requests submitted to the USCIS. Do not list CPT.
 - ◆ **Item #20:** (c) (3) (B) is the code for Optional Practical Training.
 - ◆ **Item #21:** Should be completed ONLY by students applying for OPT extension.
 - ◆ **Signature:** *IMPORTANT* Your signature must be in black ink and fit completely between the lines provided. The USCIS must be able to clearly scan your signature from the form; therefore, it is recommended to leave enough white space around your signature. If the signature cannot be scanned the USCIS will return the application to you, delaying your OPT approval.

- Photocopy of Passport**
 - ◆ Clear photocopy of information pages of passport including your picture, passport expiration date, and all visa stamps.

- Photocopy of I-94**
 - ◆ Printout from <https://i94.cbp.dhs.gov/>

- Photocopies of Curricular Practical Training (CPT) and Optional Practical Training (OPT) I-20 Form(s)**
 - ◆ New SEVIS I-20 form: After meeting with the advisor, OISS will issue a new SEVIS I-20 form with the OPT recommendation. You will need to sign the bottom of the new SEVIS I-20 form before sending it to the USCIS.
 - ◆ All previously issued I-20 forms from schools attended in the U.S. where CPT or OPT is notated on the I-20.

- Photographs (2)**
 - ◆ Two (2) recent (within the past 30 days) passport-style color photographs of specific dimensions – specifications can be obtained at http://travel.state.gov/visa/visaphotoreq/photocomptemplate/photocomptemplate_5330.html
 - ◆ Print your name in pencil on the back of each photograph.

- \$410 Personal Check (preferred), Money Order or Cashier’s Check**
 - ◆ Payable to the “U.S. Department of Homeland Security” (not “USDHS” or “DHS”)
 - ◆ Personal checks must have the name of the account owner printed on the check.

Please note that the USCIS will not process an OPT application that is incomplete and will request that you submit the missing documents or information. This will delay the issuance of your OPT authorization.