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 REQUIRED OPT Tutorial presentation on our website: [http://oiss.sa.ucsb.edu/students/opt](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](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. G-1145
   d. I-94
   e. 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 immediately! 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

- $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.

- 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 very lightly in pencil on the back of each photograph.


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

- Photocopy of Passport
  ♦ Clear photocopy of information page of passport including your picture, name and passport expiration date.

- Photocopy of I-94
  ♦ Printout from https://i94.cbp.dhs.gov/
  ♦ Your I-94 record should reflect Class of Admission “F-1” and Admit Until Date “D/S”

- Photocopies of Curricular Practical Training (CPT) and Optional Practical Training (OPT) I-20 Form(s) (if applicable)
  ♦ New SEVIS I-20 form: After submitting your documents to OISS, 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 a copy 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.
  ♦ Photocopy of any previous EAD cards used for OPT

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