

# OPT Request

## How to Apply

1. **If applying for Post-Completion OPT: attend a mandatory OPT Workshop** (find more information here: <https://iss.ucsc.edu/students/workshops.html>)
  - Not required for Pre-Completion OPT
2. **Complete the ISSS Optional Practical Training Request Form**
  - Student fully completes Section A
  - College/Major Advisor or Graduate Advisor completes Section B
3. **Complete USCIS Form I-765, Application for Employment Authorization**
  - Download a blank form from <http://www.uscis.gov/>, under Forms, select I-765.
    - USCIS released a new version of the I-765 on 8/25. Ensure you are using the 8/25 version. If you do not use the 8/25 version of the I-765 your application will be denied.
  - Type or handwrite in your answers.
  - For completion tips, see website: <https://iss.ucsc.edu/files/current/i-765-guidelines.pdf>
  - *Optional:* Also complete **Form G-1145**, E-Notification of Application/Petition Acceptance. By providing an email address or cellphone number you will receive email notification/a text when your I-765 application has been received by USCIS or processing.
4. **You may come in during walk in hours to submit your completed paperwork to an ISSS advisor.** An ISSS advisor verifies your F-1 status and eligibility for OPT. If eligible the ISSS advisor will provide an OPT recommendation which appears on page 2 of a new I-20. If applicable, the advisor will shorten the program end date. Allow 3-5 business days for processing of new I-20.

**Provide the following to the ISSS advisor:**

- Completed and signed ISSS Optional Practical Training Request Form

5. **Assemble the following documents:** (always refer to Form I-765 Instructions for most current requirements)

	\$410 check/money order payable to: U.S. Department of Homeland Security <i>The application fee will increase to \$550 on October 2, 2020</i>
	2 passport photos taken within 30 days of filing OPT
	Form G-1145 (optional)
	Completed, signed, <b>original</b> Form I-765 form
	Copy of valid passport
	Copy of F-1 visa
	I-94 (paper or electronic) <i>Electronic I-94 can be retrieved at <a href="https://i94.cbp.dhs.gov/i94/#/home">https://i94.cbp.dhs.gov/i94/#/home</a></i>
	Other immigration docs if applicable (previous EAD cards)
	Copy of new SEVIS I-20, page 1 & 2 with the proposed OPT employment dates**
	Copy of all previous I-20s (especially with CPT or previous OPT)

6. **Prepare and mail your OPT application to USCIS within 30 days of receiving a new I-20 with ISSS advisor's OPT recommendation.** Failure to do so will result in denial of your application. Retain a copy of the entire OPT application for your personal record. If you live outside California, please contact ISSS for assistance.

Send your application to:	
<p><b><i>For Express mail and courier service deliveries:</i></b></p> <p>USCIS Attn:AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>	<p><b><i>For U.S. Postal Service (USPS) Deliveries:</i></b></p> <p>USCIS P.O Box 21281 Phoenix, AZ 85036</p>

**\*\*A one-time OPT record maintenance fee of \$100 will be assessed upon creation of OPT I20.**



## ISSS Optional Practical Training Request Form

Optional Practical Training is a type of temporary employment authorization available to F-1 international students that provides him/her an opportunity to gain practical experience in his/her field of study.

SECTION A. TO BE COMPLETED BY STUDENT	
Name as in passport (Surname/Family Name, Given/First Name):	UCSC Student ID:
Have you had Practical Training before? Curricular Practical Training? <input type="checkbox"/> Yes* <input type="checkbox"/> No Optional Practical Training? <input type="checkbox"/> Yes* <input type="checkbox"/> No If yes, when? _____	Requesting: <input type="checkbox"/> Pre-Completion OPT, part-time (~20 hrs per week) <input type="checkbox"/> Pre-Completion OPT, full-time (more than 20 hrs per week) <input type="checkbox"/> Post-Completion OPT, full time only
OPT Dates (mm/dd/yyyy) <i>**Must be completed before meeting with an ISSS Advisor**</i>  OPT Start: _____ OPT End: _____	
<b>OPT Fee:</b> I understand that the OPT fee of \$100 will be posted to my student account if I am applying for Post-Completion OPT, and that I am responsible for paying this charge by the due date. I understand that posting and billing for charges may occur after I have left campus and eBill notifications will still be sent via email by SBS and via the UCSC eBill/ePay site, and that non payment/past due charges can lead to holds being placed and loss of university services.	
Student Signature:	Date:

SECTION B. VERIFICATION TO BE COMPLETED BY COLLEGE/MAJOR/GRAD. ADVISOR	
Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	Major:
<b>Option 1:</b> Coursework Only Student (e.g. Bachelor's, Master's) Term all degree requirements anticipated to be completed <input type="checkbox"/> Fall 20____ (Dec) <input type="checkbox"/> Winter 20____ (Mar) <input type="checkbox"/> Spring 20____ (Jun) <input type="checkbox"/> Summer 20____ (Aug)	
<b>Option 2:</b> Thesis/Dissertation or Equivalent Student (e.g. Ph.D., Master's with thesis or project) Anticipated completion of dissertation, thesis, final project or equivalent <input type="checkbox"/> Fall 20____ (Dec) <input type="checkbox"/> Winter 20____ (Mar) <input type="checkbox"/> Spring 20____ (Jun) <input type="checkbox"/> Summer 20____ (Aug)  When did (or will) student complete all required coursework, excluding thesis/dissertation/equivalent? <input type="checkbox"/> Fall 20____ (Dec) <input type="checkbox"/> Winter 20____ (Mar) <input type="checkbox"/> Spring 20____ (Jun) <input type="checkbox"/> Summer 20____ (Aug)	
Advisor Signature:	Date:
Name (printed):	Department:
Phone:	Email: