Application Procedures for Post-Graduation Optional Practical Training (OPT)

1. Schedule “OPT Appointment 1” with an advisor in the ISSC Office
2. Fill out the form “Request for Optional Practical Training”
3. Obtain the completed endorsement form from your academic advisor
   *Note: “Recommendation Form for F-1 Optional Practical Training” is included in this packet and should be given to your academic advisor to complete
4. Submit the form “Request for OPT”, “Endorsement Form for F-1 OPT” completed by your academic advisor, and your current I-20 to the International Student & Scholar Office
5. Obtain an OPT I-20 signed by the P/DSO *Note: It takes at least two business days to process the I-20, after you submit your documents to the International Student & Scholar Center
   [Link](http://www.uscis.gov/sites/default/files/files/form/i-765.pdf)
   *Note: Refer to “Instructions for Form I-765”, Section 3 for “Foreign Students”
7. Assemble the required documents, in the following order:
   - $380 via personal check or money order *Note: Make check or money order payable to “U.S. Department of Homeland Security” and attach it to the front of Form I-765
   - Two passport photos (see reverse page) Put the photos in an envelope, and attach it to the front of Form I-765
   - Completed Form I-765 (On Item 16, write (c) (3) (B)
   - OPT I-20 *Keep the original of the OPT I-20 for yourself, but send a copy of your OPT I-20, along with copies of all of your other I-20s to USCIS (United States Citizenship and Immigration Services)
   - Front and back copy of your most recent Form I-94
   - Copy of visa and visa pages (including your photograph) in passport
   - Copy of the biographical page of your passport (picture, name, and date of birth, etc)
   - Copy of any previous EAD cards, if applicable
Photo Specifications:

You **must** submit two identical color photographs of yourself taken within 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

The passport-style photos must be 2” by 2”. The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1” to 1 3/8” from top to bottom of chin, and eye height is between 1 1/8” to 1 3/8” from bottom of photo. Your head must be bare, unless you are wearing headwear as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.

8. **Schedule “OPT Appointment 2” with an advisor in the ISSC Office to review your OPT paperwork.**

9. **Send the required documents (Section 6, a-h) to:**

   USCIS Phoenix Lockbox

   For U.S. Postal Service (USPS) deliveries:
   USCIS
   PO Box 21281
   Phoenix, AZ 85036

   For Express mail and courier deliveries:
   USCIS
   Attn: AOS
   1820 E. Skyharbor Circle S
   Suite 100
   Phoenix, AZ 85034

   *It is recommended that you use certified return receipt mail

**Acceptance:** If your application is complete and filed with USCIS, you will be mailed a Form I-765 Receipt Notice. However, an application filed without the required fee, evidence, signature, or photographs will be returned to you as incomplete. You may correct the deficiency and resubmit the application.

**E-Notification:** If you want to receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page of your application.
10. Once you obtain a job, please notify the ISSC

Request for Post-Graduation Optional Practical Training (OPT)

Today’s Date: ________________

Name: _____________________________________________________________

Student ID #: ______________________

Physical Address: ________________________________________________

City: ________________ State: _____ Postal Code: __________

Home Phone #: ________________ Cell Phone #: ______________________

Email: ___________________________________________________________

Major: ___________________________________________________________

Graduation Date: ______________________

OPT Start Date: ________________ Work Condition: Full-time

*For Office Use Only

Student Status: __________________________

Eligibility Verified By: ______________________ Date: __________

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Student, please sign below upon receipt:

* I have received my OPT I-20 from the International Student & Scholar Center.
Endorsement Form for F-1 Optional Practical Training (OPT)

The purpose of this form is to provide the information required by USCIS (United States Citizenship and Immigration Services), which is necessary to grant Optional Practical Training to an international student. This form must be completed by the student's academic advisor. The information provided on this document will be used by the International Student & Scholar Center to issue an OPT I-20 for the student.

Student Name: ________________________________

Student ID #: ______________________

Declared Major: ________________________________

Expected graduation date (mm/dd/yyyy): _____/_____/

Name of Academic Advisor: ________________________________

Department: ________________________________

Advisor’s Signature: ___________________________

Date: ___________________________

Please contact the International Student & Scholar Center if you have any questions. We appreciate your assistance.
Sample Letter of Employment for Post-Graduation Optional Practical Training (OPT)

Note: *Please type the letter on company letterhead

Date

International Student & Scholar Center
3885 West Campus Dr Dept 1130
Ogden, UT 84408-1130

To Whom It May Concern:

______________________________ has been offered employment at our company.

He/She will be employed from ___/___/____ to ___/___/____. His/Her job title is ________________, and his/her specific duties are ________________.

He/She will be working _______ hours per week.

Sincerely,

Name of person within the hiring company
Title
Name of company