



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

- 1. Read this packet in entirety, making note of any questions you may have. Contact your immigration advisor regarding your questions.**
- 2. Submit the completed "Request for Optional Practical Training" form and "Endorsement Form for F-1 Optional Practical Training" to the ISSC**  
**\*Please allow 5 business days to receive your OPT I-20 (you must submit a copy as part of your required documents to USCIS)**
- 3. Complete Form I-765 "Application for Employment Authorization" <https://www.uscis.gov/i-765>**  
**\*Note: Immigration advisor requires a paper version before the on-line form can be submitted.**
- 4. Assemble the required documents, in the following order:**  
**Filing fee \$410 (Bank account/Credit/Debit can be used) \*Payment will be made on-line**  
**Two passport photos (see below)**  
**Completed Form I-765 (On Item 27, write (c) (3) (B)) (Paper version first)**  
**A copy of your OPT I-20 \*Keep the original OPT I-20 for yourself**  
**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.



**5. Submit all required documents to USCIS :**

File I-765 on the United States Citizenship and Immigration Services website:  
\*<https://www.uscis.gov/file-online/forms-available-to-file-online>

**6. Once you obtain a job, please submit a letter from your employer to the ISSC  
(sample on page 5 of this packet)**

**7. Make sure you report any change of address or employment to the ISSC within  
10 days!**

## **Request for Post-Graduation Optional Practical Training** **(OPT)**

Name: \_\_\_\_\_

W #: \_\_\_\_\_

U.S. Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

U.S. Phone: \_\_\_\_\_

WSU Email: \_\_\_\_\_

Major: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

OPT Start Date: \_\_\_\_\_ Work Condition: Full-time

- **It is your responsibility to pass all classes and complete your program, prior to beginning Post-Completion OPT**
- **If you have questions about your immigration status or related matters, you should contact an immigration attorney. Students are personally responsible for all information they submit to USCIS and for following the I-765 instructions and timeline.**
- **"The student is responsible for reporting their employment to the DSO and explaining, in writing, how the job relates to their major area of study so that the information can be reported in SEVIS or otherwise retained."**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **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 Post-Completion Optional Practical Training to an international student. This form must be completed by the 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: \_\_\_\_\_

W #: \_\_\_\_\_

Declared major: \_\_\_\_\_

Expected graduation date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of academic advisor: \_\_\_\_\_ Extension: \_\_\_\_\_

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: \*Should be issued 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

Address

Phone

Email