

## 12-MONTH 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 REQUIRED OPT Tutorial presentation on our website:  
<http://oiss.sa.ucsb.edu/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. Review the checklist on the back of these instructions as to what is included in a **COMPLETE** OPT application packet.
6. Wait to receive your receipt notice by mail from USCIS, which will be sent to the mailing address you listed on your form I-765. This will be the formal confirmation that USCIS received your OPT Application packet.

## **CHECKLIST FOR OPTIONAL PRACTICAL TRAINING APPLICATION**

- ☐ **\$410 Personal Check, Money Order, Cashier's Check or G-1450 if paying by credit card**
  - 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.
  - If you are paying by credit card do NOT send your card. Only fill out the G-1450 and include it with your application. Make sure you have enough money in your account to cover the full \$410.
- ☐ **Photographs (2)**
  - Two (2) recent (within the past 30 days) passport-style color photographs of specific dimensions –specifications can be obtained at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
  - Print your name very lightly in pencil on the back of each photograph.
- ☐ **I-765 Form (download from <http://www.uscis.gov/files/form/i-765.pdf>).**
- ☐ **Form G 1145 E-Notification of Acceptance**
- ☐ **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. It is ultimately your responsibility to ensure your application is complete and correct. OISS is not responsible for the approval or denial of your application, all determinations are made by USCIS.\****

## 12-MONTH OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

Optional Practical Training (OPT) is a type of employment authorization that allows a 12-month period of employment for F-1 students in their major field of study.

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

PERM #: \_\_\_\_\_ Major: \_\_\_\_\_ Level of Study: \_\_\_\_\_

Phone: \_\_\_\_\_ Personal (non-UCSB) E-mail\*: \_\_\_\_\_

*\*NOTE: OISS will enter this e-mail into SEVIS as your primary contact e-mail during OPT.*

*This is also the e-mail address you will use to log in to SEVP Portal to update your OPT employer info.*

**Requested OPT start date:** \_\_\_\_\_

(Must fall within 60-day grace period following graduation date)

Have you studied in the U.S. continuously for at least one full academic year? ☐ Yes ☐ No

*I understand and will comply with the responsibilities required for maintaining F-1 status during my period of OPT authorization, which include: obtaining employment in a field related to my major field of study within 90 days of my OPT start date, updating my employment and living address in my SEVP Portal within 10 days of the change.*

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

### ACADEMIC ADVISOR CERTIFICATION

#### College Advisor (Undergraduates):

Undergraduate Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

#### For Graduate Student Advisors

Date of Defense or Final Exam: \_\_\_\_\_

**(The I-20 will be shortened to this date. Graduate students CANNOT be employed on or off campus beyond this date until OPT authorization has been approved.)**

The Above student has fulfilled all formal degree requirements for his/her final degree milestone except for the following:

- Final Examination and/or filing of doctoral dissertation or DMA supporting documents (all research and substantial draft must be completed) OR
- Final Examination and/or filing of master's thesis (all research and substantial draft must be completed) OR Completion of master's comprehensive exam or project

I recommend that this student engage in practical training related to their field of study.

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_