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 the program end date listed in the advisor’s certification, but no later than 60 days after that date.

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
3. Submit the following to the OISS front desk or the OISS email:
   a. OPT Request form
   b. I-765
   c. G-1145
   d. I-94
   e. OISS Processing fee receipt
4. OISS will contact you once your OPT I-20 has been issued. We will provide mailing instructions for your OPT application.
5. Mail the completed OPT Application packet to USCIS. Review the checklist on the back of the mailing 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. Keep it safe in your records forever.
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 application fee. Ensure it is a US issued card and NOT one issued by a foreign bank overseas.
- Consult the OPT Tutorial for application fee information: http://oiss.sa.ucsb.edu/OPT

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 and SEVIS ID very lightly in pencil on the back of each photograph.


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 noted 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) Academic Advisor Certification

Family Name: ___________________________ First Name: ___________________________

PERM #:_________________________ Major: ___________________________ Level of Study: __________

Phone: ___________________________ Personal (non-UCSB) E-mail: ___________________________

UNDERGRADUATE COLLEGE ADVISOR CERTIFICATION

This form must be signed by the College of Letters & Science, Engineering, or Creative Studies before submitting your OPT application to OISS. It may not be signed by an advisor in your major department.

Undergraduate Expected Program End Date: _____/_____/ ____________ (MM/DD/YYYY)
(Your I-20’s Program End Date will be updated to match this date. Students CANNOT be employed on or off campus beyond this date until the OPT authorization has been approved.)

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

Advisor Signature: ___________________________ Date: ___________________________

Name: ___________________________________ Phone: ___________________________ Email: ___________________________

GRADUATE STUDENT ADVISOR CERTIFICATION

Graduate Expected Program End Date: _____/_____/ ____________ (MM/DD/YYYY)
(Your I-20’s Program End Date will be updated to match this date. Students CANNOT be employed on or off campus beyond this date until the OPT authorization has been approved.)

*NOTE: This date is very flexible. The following dates are examples of acceptable options:

- Date of Defense or Final Exam
- Quarter End Date
- Any date within the quarter that you are registered to graduate

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: ___________________________
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.

Requested OPT start date: _____/_____/ ___________ (MM/DD/YYYY)

(Must fall within your 60-day grace period following your new I-20 Program End Date)

Please check each box to indicate that you have read and agree to each statement:

- The OPT Request Form has been signed by the relevant academic advisor.
- I have studied in the U.S. continuously for at least one full academic year.
- I understand that I cannot work on or off campus after my graduation date. I must wait until my OPT application has been approved before working after my new I-20 program end date.
- 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 and updating my employment and living address in my SEVP Portal within 10 days of the change.
- I confirm I have read and understand the rules and regulations outlined in the OISS OPT tutorial pertaining to maintaining status during OPT.
- I confirm that I understand OISS will review my application as a courtesy for completeness. The accuracy of the information entered on the I-765 form and a completely assembled OPT application is my sole responsibility. OISS is not responsible for a rejected or denied OPT application.

Student Signature: __________________________________________ Date: __________

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