Application Procedures for Post-Graduation Optional Practical Training (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 business days to receive your OPT I-20 (you must submit a copy as part of your required documents to USCIS)

   *Note: Carefully refer to “Instructions for Form I-765”, for “Foreign Student Categories”

4. Assemble the required documents, in the following order:

   Filing fee (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 below) Put the photos in an envelope, and attach it to the front of Form I-765
   Completed Form I-765 (On Item 27, write (c) (3) (B))
   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
   Form G-1145 *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

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. **Send all required documents to:**

USCIS Chicago Lockbox

- **U.S. Postal Service (USPS) deliveries:**
  
  USCIS  
  PO Box 805373  
  Chicago, IL 60680

- **FedEx, UPS, and DHL deliveries:**
  
  USCIS  
  Attn: I-765 C03  
  131 South Dearborn - 3rd Floor  
  Chicago, IL 60603-5517

*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.

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."

How the job relates to your major area of study:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Student Signature: ___________________________ Date: ________________
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