How to apply for Optional Practical Training

**Definition:** OPT: Employment related to your field of study immediately after completion of your studies, authorized by USCIS (U.S. Citizenship and Immigration Services) through the issuance of an **EAD card** (Employment Authorization Document). OPT is permitted for a period of up to a maximum of twelve months per educational level (Bachelors, Masters, etc.) unless you are a graduate from a government-designated STEM (Science, Technology, Engineering, Mathematics) degree which qualifies you for a possible extension of an additional 17 months. STEM extensions are available only at companies using ‘E-verify’ system.

Students may apply for OPT **90 days before the completion date** on your Form I-20, or you may apply **within 60 days after your program completion date**. Do not apply more than 90 days before completing your degree or more than 60 days have after completion.

Complete Form G-1145 to be notified via email of receipt of documents.

Complete the form I-765 (ISS Office has copies or you can find it on the web) and return it to PDSO. 

#16 - fill in (c) (3) (B) - POST completion OPT

Make copies of:
Front and back of I-94 card
Any I-20 Forms with CPT on page 3
Passport page with photo and Visa page
Any previous EAD cards, front and back.

Write a check or purchase a Money Order, payable to “US Department of Homeland Security”, for $380.

Take 2 photographs passport style; lightly print your name in pencil on back of photos.

Bring I-765 and all documents to Director, International Student Services. We will check all documents, enter the information into SEVIS, and print a new I-20. You must also send a copy of the newest I-20 with the materials.

Place the Form **G-1145** on top of the application, with the check & photos securely fastened in the upper left corner of the application materials. Mail all materials to:

**REGULAR MAIL**
Regular Mail: USCIS
PO Box 21281 Phoenix, AZ 85036

**EXPRESS MAIL:** New address!
Attn: AOS
1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034

*E-Notification:* If you want to receive an e-mail 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.