



F-1 Post-Completion Optional Practical Training Packet

(Updated 2018/09/01)

- Step 1**
 - Attend **OPT Workshop** (for schedule, go to <http://iss.uoregon.edu/optional-practical-training-opt>)
- Step 2**
 - Prepare **F-1 POST-COMPLETION OPT INFORMATION FORM** (see Page 7)
 - Form must be completed by you AND signed by an advisor in your academic department
- Step 3**
 - Download **Form I-765** from <http://www.uscis.gov/i-765>
 - For assistance, refer to the Guide to Completing Form I-765 (see Pages 2 - 4)
- Step 4**
 - Complete other parts of your **I-765 Application Packet**
 - See I-765 Application Packet Checklist (see Page 5)
- Step 5**
 - Call 541-346-3206 to make an OPT advising appointment with an international student advisor
 - OPT APPOINTMENT IS REQUIRED - No Walk-ins
- Step 6**
 - Mail your OPT Application Packet to US Citizenship and Immigration Services (USCIS)
 - Wait for USCIS to send you a I-797 Receipt Notice confirming they received your application
- Step 7**
 - Contact ISSS if USCIS returns your application for any reason or more than 90 days has passed since you mailed your application
- Step 8**
 - Once approved, USCIS will mail you your **Employment Authorization card, or EAD** (see Page 6)
- Step 9**
 - Start working once you receive your EAD and once the EAD start date has been reached
 - Report job and address information and maintain F-1 status while on OPT

KEY POINTS TO REMEMBER ABOUT OPT

- For detailed information about OPT, go to <http://iss.uoregon.edu/optional-practical-training-opt>
- Make copies of your application before submitting to USCIS
- Make a copy of your EAD card when you receive it
- Once you receive your EAD, accept only jobs or employment related to your major
- Work full-time (over 20 hours per week) during OPT
- Report job and address changes at <http://iss.uoregon.edu/opt-update-form> during your OPT period
- Contact ISSS at intl@uoregon.edu if you have any questions (including your UO ID number)



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input style="width: 100px;" type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input style="width: 100px;" type="text"/>
---	--	---

► **START HERE - Type or print in black ink.**

Part 1. Reason for Applying

I am applying for (select **only one** box):

- I.a. Initial permission to accept employment.
- I.b. Replacement of lost, stolen, or damaged authorization document, or correction of an employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.
- I.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to space provided in **Part 6**.



2.a. Family Name (Last Name)	<input style="width: 100%;" type="text"/>
2.b. Given Name (First Name)	<input style="width: 100%;" type="text"/>
2.c. Middle Name	<input style="width: 100%;" type="text"/>
3.a. Family Name (Last Name)	<input style="width: 100%;" type="text"/>
3.b. Given Name (First Name)	<input style="width: 100%;" type="text"/>
3.c. Middle Name	<input style="width: 100%;" type="text"/>
4.a. Family Name (Last Name)	<input style="width: 100%;" type="text"/>
4.b. Given Name (First Name)	<input style="width: 100%;" type="text"/>
4.c. Middle Name	<input style="width: 100%;" type="text"/>

Part 2. Information About You

Your Full Legal Name

I.a. Family Name (Last Name)	<input style="width: 100%;" type="text"/>
I.b. Given Name (First Name)	<input style="width: 100%;" type="text"/>
I.c. Middle Name	<input style="width: 100%;" type="text"/>

GUIDE TO COMPLETING FORM I-765

Download Form I-765 from <http://www.uscis.gov/i-765>

- Type in your answers and print out the form
- Sign the form in ink
- Go to <http://issu.uoregon.edu/optional-practical-training-opt> for a sample I-765 form
- Ask an international student advisor for assistance

Part 1: Reason for Applying

Check the box for “Initial Permission to Accept Employment”

Part 2: Information About You

- 1a – 1c: Write your full name
- 2a – 2c: Use this only to indicate any other names you have used, e.g., maiden name
If you do not have any other names, write “N/A” in all boxes
- 3a – 3c: Follow instructions for Questions 2a – 2c
- 4a – 4c: Follow instructions for Questions 2a – 2c
- 5a – 5f: Indicate your mailing address – all USCIS mail will be delivered to this address
If you are using the mailing address of a friend, relative, or other person, indicate the name of that person in Question 5a, otherwise leave blank
- 6: Answer “Yes” if are living at the address indicated in 5a – 5f; otherwise answer “No”
- 7a – 7e: Complete only if your answer to Question 6 was no. Provide your actual physical address.
- 8: Answer only if you have an “A” number (rare)
- 9: Answer only if you have a USCIS online account number (rare)
- 10 – 11: Indicate gender and marital status
- 12: Answer “Yes” only if you have ever received an Employment Authorization (EAD) card from USCIS
- 13a – 13b: Indicate if you have ever been issued a Social Security Number (SSN)
If “Yes,” indicate your SSN in 13b; if “No,” skip to Question 14
- 14: Indicate if you want to apply for a Social Security Card using Form I-765
If “Yes,” complete Question 15, 16a – 16b, and 17a – 17b
If “No,” skip to Question 18
- 18a – 18b: Indicate your country or countries of citizenship or nationality
- 19a – 19c: Indicate birth information as requested
- 20: Indicate date of birth
- 21a: Indicate your I-94 number (print out your I-94 from <https://i94.cbp.dhs.gov>)
- 21b: Indicate your passport number
- 21c: Indicate your travel document number
- 21d: Indicate your passport expiration date
- 22: Indicate date you last entered the United States
- 23: Indicate place of last entry into the United States (e.g., Seattle, San Francisco)
- 24: Indicate status at time of last entry into the United States (in most cases, “F-1 Student”)
- 25: Indicate “F-1 Student”
- 26: Indicate your SEVIS ID number
Your SEVIS ID is in the format “N00xxxxxx” and is printed at the top of your I-20
If you had any other SEVIS ID numbers, provide copies of previous I-20s
- 27: Indicate (c) (3) (b) for Post-Completion Optional Practical Training
- 28 – 31: Leave blank

Part 3: Information About You

- 1 – 6 Read the entire section and complete any boxes as needed or required
- 7a – 7b: IMPORTANT: Be sure to sign your name in ink in Question 7a and date the form in Question 7b

Parts 4 – 5

Leave these sections blank – use only if you used an interpreter or an authorized preparer

Part 6: Additional Information

1a – 1c: Indicate your name
2: Indicate your A-number (rare)

3 – 7 Complete one or more of these sections ONLY if any of the following applies to you:

- You have been approved previously for Curricular Practical Training (CPT)**
 - o You must indicate when you had CPT, dates, and the degree level
- You have been approved previously for Optional Practical Training (OPT)**
 - o You must indicate when you had OPT, dates, and degree level
- You have more than one SEVIS ID number**
 - o You must indicate any previous SEVIS ID numbers you have had

Depending on how many of the above apply to you, use each blank section to provide additional information. For example, if you were previously approved for CPT in the past, you would provide CPT information in Questions 3a – 3d. If you also had a different SEVIS ID number in the past, you would provide your previous ID numbers in Questions 4a – 4d.

For each Question, sub-questions (a), (b), and (c) should be completed as follows:

Question a, Page #: Indicate “3”
Question b, Part #: Indicate “2”
Question d, Question #: Indicate “27”

Example: John had part-time CPT from 01/15/2016 – 03/31/2016 during his bachelor’s program
For questions 3a – 3d, John would write the following:
Question 3a: 3
Question 3b: 2
Question 3c: 27
Question 3d: “Part-time CPT, 01/15/2016 – 03/31/2016, BA degree”

John also had another SEVIS ID before his current SEVIS ID:
Question 4a: 3
Question 4b: 2
Question 4c: 27
Question 4d: “Previous SEVIS ID: N00xxxxxxx, BA program, Univ. of Oregon”

I-765 APPLICATION PACKET CHECKLIST

IMPORTANT: USCIS must receive your completed I-765 application packet no later than one of the following dates, whichever comes first: **30 days** following the date your OPT I-20 was issued or **60 days** following the program end date on your OPT I-20.

Contact ISSS if your application packet is returned to you for ANY reason, you do not receive an I-797 receipt from USCIS within 30 days, or you do not receive your EAD card after 90 days

I-765 APPLICATION PACKET CHECKLIST

- Two recent US-style color passport photos** (not more than 30 days old)
 - o Passport photos can be taken at the Duck Store or many other nearby stores
 - o Refer to <https://travel.state.gov/content/travel/en/passports/requirements/photos.htm>
 - Application Fee** (US \$410.00)
 - o Payable by US bank check, money order, cashier’s check or US credit card
 - o For credit card payments, download and sign USCIS Form G-1450 (<http://www.uscis.gov/g-1450>)
 - USCIS Form G-1145** (download from <http://www.uscis.gov/g-1145>)
 - USCIS Form I-765** (download from <http://www.uscis.gov/i-765>)
 - o Download the form and type in your answers; sign the form in ink
 - Copy of OPT I-20** (provided to you by ISSS advisor at your OPT appointment)
 - Copy of passport ID page (passport must be valid at time of application)**
 - I-94 admission record** (print out from <https://i94.cbp.dhs.gov>)
 - Copy of F-1 student visa**, even if expired (Canadian citizens will not have a visa)
 - Copy of most recent entry stamp in passport**
 - If applicable – copies of any previously-issued I-20s for CPT, OPT, etc.**
 - If applicable – copies of any previously-issued Employment Authorization Document (EAD) cards**
- Make a copy of your complete OPT application packet for your personal records
- Check all USCIS forms to make sure you signed them – USCIS will reject any unsigned forms

USCIS MAILING ADDRESS

Use one of the following addresses depending on the mailing address indicated on Form I-765

Your I-765 Mailing Address (Form I-765, Page 2, Q#5a – 5f)	Regular Mail (US Postal Service)	Express Mail (Federal Express, UPS, DHL, etc.)
Oregon, Washington, California or one of these other states: Alaska, Arizona, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, South Dakota, Utah, Wisconsin, Wyoming, Guam, or CNMI	USCIS P.O. Box 21281 Phoenix, AZ 85036	USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034
All other US states	USCIS P.O. Box 660867 Dallas, TX 75266	USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business, Suite 400 Lewisville, TX 75067

NOTE: ISSS recommends using express mail to ship your documents to USCIS, or use a service that provides delivery confirmation.

EAD CARD (See Sample)

Once you receive your Employment Authorization (EAD) card, check your card for accuracy. Make a copy for your personal records. Keep the card safe – replacing the card requires another application and fee.

90-DAY UNEMPLOYMENT RULE

Once you receive your EAD card your OPT starts, you are given a maximum of 90 days of unemployment, during which you are allowed to have no job, internship, or other training activity. It is up to you to keep track of your unemployment period. To stop the unemployment clock, report your OPT job information (see next section).



EAD Card Example

UPDATING YOUR ADDRESS AND JOB INFORMATION DURING OPT

Once you receive your Employment Authorization Document (EAD) card, make a copy for your personal records. **You are required to report address and job changes within 10 days of any changes.**

1. Go to <http://iss.uoregon.edu>
2. Log into iConnect using your DuckID and password
3. Search for “F-1 Student Services”
4. Click on the link for the “OPT UPDATE FORM”

INTERNATIONAL TRAVEL DURING OPT

Contact ISSS for information about international travel during your OPT period. In general, F-1 students should travel with the following documents:

1. Passport valid at least six months into the future
2. Valid F-1 student visa (except for Canadian citizens)
3. OPT I-20 signed by ISSS within the past six months on the date of return to the US
4. EAD card (or I-797 Receipt Notice while waiting for OPT application to be processed)
5. Proof of employment (strongly recommended)

Contact ISSS at intl@uoregon.edu if you need an updated or replacement I-20 for travel.

QUESTIONS?

Contact International Student and Scholar Services at intl@uoregon.edu or (541) 346-3206. Include your full name and UO ID number in any messages sent to ISSS.



F-1 POST-COMPLETION OPT INFORMATION FORM

PART A: COMPLETED BY STUDENT			
Name (Family, Given)			
UOID Number		UO Email	
Degree (e.g., BA, MA, PhD, JD)		Non-UO Email	
Major		Telephone	
<p>1. I have been approved for Curricular Practical Training (CPT) during my studies. ___ YES ___ NO <i>If you answer "YES," attach copies of all previous CPT I-20s</i></p> <p>2. I have been approved previously for Optional Practical Training. Include any OPT authorizations for the current program or any previous programs. <i>If "YES," attach copies of previously-issued EAD cards</i> ___ YES ___ NO</p> <p>3. I have had more than one SEVIS ID number during my time as an F-1 student in the United States. The SEVIS ID number is printed on the top of your I-20 and is in the format N00xxxxxxx. You may have more than one SEVIS ID number if you studied at another school or returned to the US as an F-1 student after an absence of 5+ months. ___ YES ___ NO</p> <p>Completion of Studies Date (mm/dd/yyyy): _____ <i>Usually last date of your final term</i></p> <p>Preferred OPT Start Date (mm/dd/yyyy): _____ <i>No more than 60 days after completion of studies</i></p> <ul style="list-style-type: none"> <i>The OPT End Date will usually be one year after the start date, unless you prefer another end date or are not eligible for a full year of Post-Completion OPT</i> <i>USCIS may approve a different start date other than your preferred start date, depending on processing time</i> <p>REQUIRED SIGNATURE: I understand that I cannot start working using OPT until I have received my Employment Authorization (EAD) card from USCIS, and the start date on the EAD card has been reached.</p> <p>Signature: _____ Date: _____</p>			
PART B: COMPLETED BY STUDENT'S ACADEMIC DEPARTMENT			
<p>Department advisor: The above student is requesting an ISSS recommendation for Post-completion Optional Practical Training, or employment related to the student's major. In order to recommend the student, ISSS requires department verification that the student is expected to complete degree requirements by the date indicated below:</p> <p><input type="checkbox"/> Undergraduate student completing all degree requirements by (mm/dd/yyyy): _____</p> <p><input type="checkbox"/> Graduate / professional student completing all <u>course work</u> requirements by (mm/dd/yyyy): _____ and all degree requirements by (mm/dd/yyyy): _____</p> <p>Signature: _____ Date: _____</p> <p>Name (printed / typed): _____ Department: _____</p>			