



F-1 Post-Completion Optional Practical Training Packet

(Updated 2018/10/25)

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 and complete **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

- Prepare other parts of your OPT Packet Checklist (see Page 5) for your OPT appointment
- **Call 541-346-3206 once you have prepared the OPT Packet Checklist items to make an OPT Appointment**

Step 5

- After your appointment, mail your OPT Application Packet to US Citizenship and Immigration Services (USCIS) - USCIS must receive it within 30 days of your appointment
- Wait for USCIS to send you a I-797 Receipt Notice confirming they received your application

Step 6

- Contact ISSS if USCIS returns your application for any reason or more than 90 days has passed since you mailed your application

Step 7

- Once approved, USCIS will mail you your **Employment Authorization card, or EAD** (see Page 6)
- Once you receive your EAD card and once the EAD start date has been reached, start working in major-related jobs or training opportunities

Step 8

- Report job and address information and maintain F-1 status while on OPT
- Go to <http://iss.uoregon.edu/opt-update-form> to make job and address updates
- Contact ISSS at intl@uoregon.edu if you have any questions during your OPT period



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 type="text"/>		
	Remarks		

Form I-765

- **Download Form I-765 (7 pages) from**
<http://www.uscis.gov/i-765>
- **For a sample on how to complete Form I-765, go to**
<http://iss.uoregon.edu/optional-practical-training-OPT>

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.

- 1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

(First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

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 or write answers in black ink
- Sign the form in black ink
- Go to <http://issu.uoregon.edu/optional-practical-training-opt> for a sample I-765 form
- Ask an international student advisor for assistance
- Write “N/A” (not applicable) or “NONE” if the answer does not apply to you

Part 1: Reason for Applying

Check box 1a 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 – 9: Write “N O N E” (for most students) in the boxes provided
- 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 “N00xxxxxxx” 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)**
 - You must indicate when you had CPT, dates, and the degree level
- You have been approved previously for Optional Practical Training (OPT)**
 - You must indicate when you had OPT, dates, and degree level
- You have more than one SEVIS ID number**
 - 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 “26” if listing other SEVIS ID numbers
Indicate “27” if listing previous CPT or OPT authorizations

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: 26
Question 4d: “Previous SEVIS ID: N00xxxxxxxx, BA program, Univ. of Oregon”

OPT PACKET CHECKLIST FOR YOUR OPT APPOINTMENT

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

- Completed F-1 Post-Completion OPT Information Form**
 - o This form is for ISSS use only – it is not mailed to USCIS
 - Two recent US-style color passport photos** (not more than 30 days old)
 - o Passport photos can be taken at the DuckStore or many other nearby stores
 - o Lightly print your NAME and SEVIS number on the back of each photo
 - o Refer to <https://travel.state.gov/content/travel/en/passports/requirements/photos.htm>
 - Application Fee** (US \$410.00) made payable to the “**US Department of Homeland Security**”
 - 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 See page 2-4 for sample and instructions
 - 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) is in one of these states:	Regular Mail (Slower) (US Postal Service)	Express Mail (Faster) (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.



EAD Card Example

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).

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/opt-update-form>
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
 - a. Your I-20 should indicate that your OPT has been “approved” – contact ISSS for an updated I-20
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. Please allow up to 15 days for mailing and delivery through US mail.

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
1. I have been approved for Curricular Practical Training (CPT) during my studies.
2. I have been approved previously for Optional Practical Training.
3. I have had more than one SEVIS ID number during my time as an F-1 student in the United States.
Completion of Studies Date (mm/dd/yyyy):
Preferred OPT Start Date (mm/dd/yyyy):
Preferred OPT End Date (mm/dd/yyyy):
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.
Signature: Date:
PART B: COMPLETED BY STUDENT'S ACADEMIC DEPARTMENT AND REGISTRAR'S OFFICE
Department advisor: The above student is requesting an ISSS recommendation for Post-completion Optional Practical Training, or employment related to the student's major.
Undergraduate student completing all degree requirements by (mm/dd/yyyy):
Graduate / professional student completing all course work requirements by (mm/dd/yyyy) and all degree requirements by (mm/dd/yyyy):
Signature: Date:
Name (printed / typed): Department: