F-1 Post-Completion Optional Practical Training Packet
(Updated 2018/10/25)

Step 1 • Attend OPT Workshop (for schedule, go to http://isss.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 at http://isss.uoregon.edu/optional-practical-training-OPT

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://isss.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
Form I-765

- Download Form I-765 (7 pages) from [http://www.uscis.gov/i-765](http://www.uscis.gov/i-765)
- For a sample on how to complete Form I-765, go to [http://isss.uoregon.edu/optional-practical-training-OPT](http://isss.uoregon.edu/optional-practical-training-OPT)
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://isss.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 “NONE” (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 (Part A and Part B must be completed)
  o This form is for ISSS use only – it is not mailed to USCIS
☐ USCIS Form G-1145 (download from http://www.uscis.gov/g-1145)
☐ 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 I-94 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 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

<table>
<thead>
<tr>
<th>Your I-765 Mailing Address (Form I-765, Page 2, Q#5a – 5f) is in one of these states:</th>
<th>Regular Mail (Slower) (US Postal Service)</th>
<th>Express Mail (Faster) (Federal Express, UPS, DHL, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>USCIS P.O. Box 21281 Phoenix, AZ 85036</td>
<td>USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034</td>
</tr>
<tr>
<td>All other US states</td>
<td>USCIS P.O. Box 660867 Dallas, TX 75266</td>
<td>USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business, Suite 400 Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

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

1. CHECK YOUR 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.

2. IMPORTANT! KNOW THE 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). IF YOU FAIL TO REPORT YOUR EMPLOYMENT WITHIN 90 DAYS, YOUR OPT MAY BE TERMINATED.

3. UPDATE 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. Failure to report employment or address information may result in termination of your OPT.
   1. Go to http://issss.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”

4. CONTACT ISSS ABOUT INTERNATIONAL TRAVEL DURING OPT
   Contact ISSSS 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**

<table>
<thead>
<tr>
<th>Name (Family, Given)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UOID Number</td>
<td>UO Email</td>
</tr>
<tr>
<td>Degree (e.g., BA, MA, PhD, JD)</td>
<td>Non-UO Email</td>
</tr>
<tr>
<td>Major</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

1. I have been approved for Curricular Practical Training (CPT) during my studies.  ____ YES  ____ NO  
   If you answer “YES,” attach copies of all previous CPT I-20s

2. I have been approved previously for Optional Practical Training. Include any OPT authorizations for the current program or any previous programs. If “YES,” attach copies of previously-issued EAD cards  ____ YES  ____ NO

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

   Completion of Studies Date (mm/dd/yyyy): _______________________________ Usually last date of your final term

   Preferred OPT Start Date (mm/dd/yyyy): _________________________________ No more than 60 days after completion of studies

   Preferred OPT End Date (mm/dd/yyyy): _________________________________ Usually one year after OPT Start Date

   • USCIS may approve a different start date other than your preferred start date, depending on processing time

   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. In order to recommend the student, ISSS requires department verification that the student is expected to complete degree requirements by the date indicated below:

- 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: ____________

OIA Use Only:  CPT/OPT History Verified • SEVIS ID History Verified • Recommended OPT End Date • Email Updated in Sunapsis • GOAINTL Updated