

## **F-1 Post-Completion Optional Practical Training Packet**

Step 1: Attend OPT Workshop

Step 2: Contact ISSS to schedule OPT appointment

Step 3: Mail Application

Step 4: Wait for OPT to be Approved

# OPT PACKET CHECKLIST FOR YOUR OPT APPOINTMENT

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**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 40 days, or you do not receive your EAD card after 120 days**

- Completed F-1 Post-Completion OPT Information Form**
  - 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)
  - Passport photos can be taken at the DuckStore or many other nearby stores
  - Lightly print your NAME and SEVIS number on the back of each photo
  - 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**”
  - Payable by US bank check, money order, cashier’s check or US credit card (RECOMMENDED)
  - For credit card payments, download and sign USCIS Form G-1450 (<http://www.uscis.gov/g-1450>)
- USCIS Form G-1145** (download from <https://www.uscis.gov/g-1145>)
- USCIS Form I-765** (download from <https://www.uscis.gov/i-765>)
- 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://www.cbp.gov/travel/international-visitors/i-94>)
- 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

### U.S. Postal Service (USPS):

USCIS  
PO Box 805373  
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:** Use [eShipGlobal](#) to express mail your OPT Application to USCIS and get a 15% discount on top of the already discounted price.

USCIS  
Attn: I-765 C03  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517

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

## EAD CARD

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).

### **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](mailto: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](mailto: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 REQUEST 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 _____ YES _____ NO <i>If yes, you will need to provide copies of CPT I-20</i>			
2. I have been approved for Optional Practical Training previously. _____ YES _____ NO <i>If "yes," you will need to provide copies of previously-issued EAD cards</i>			
3. I have had more than one SEVIS ID number during my time in the U.S. _____ YES _____ NO <i>If yes, you will need to provide copies of previous I-20s or DS-2019s</i>			
Preferred OPT Start Date (mm/dd/yyyy): _____ No more than 60 days after last day of final term			
Preferred OPT End Date (mm/dd/yyyy): _____ One year after OPT Start Date			
<b>REQUIRED SIGNATURE:</b> 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			
<b>Department advisor:</b> The above student is requesting an ISSS recommendation for Post-completion Optional Practical Training, or employment related to the student's major. ISSS requires department verification that the student is expected to complete degree requirements by the date indicated below:			
<input type="checkbox"/> <b>Undergraduate student</b> completing all degree requirements by (mm/dd/yyyy): _____			
<input type="checkbox"/> <b>Graduate / professional student</b> completing all <u>course work</u> requirements by (mm/dd/yyyy): _____ and all degree requirements by (mm/dd/yyyy): _____			
Signature: _____		Date: _____	
Name (printed / typed): _____		Department: _____	
PART C: COMPLETED BY REGISTRAR'S OFFICE (Oregon Hall, 2 <sup>nd</sup> Floor) – UNDERGRAD STUDENTS ONLY			
This is to confirm that the above-name undergraduate student should be able to meet all degree requirements by (mm/dd/yyyy): _____ (last date of final term).			
Graduation Specialist Name: _____		Campus Ext: _____	
Signature: _____		Date: _____	

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