# **OPT (Optional Practical Training): Application Requirements and Criteria**

<ol> <li>I-765:</li> <li>http://www.uscis.gov/files/form/i-765.pdf</li> </ol>	Complete this form before coming to an appointment. Signature: DO NOT sign over the upper line or under the lower line.
3. Copy of your I-20(s)	Copy of OPT I-20 and Copy of CPT I-20
4. Copy of Passport	Valid at least 6 months or more.
5. Copy of Visa	
6. Copy of I-94	Copy of I-94 ( https://i94.cbp.dhs.gov/I94/#/home)
7. 2 Color Passport Photos	Write your Name and I-94 number on the back of each photo
8. Cashier's check or money order for \$410.00	DO NOT send cash. The cashier's check or money order must be made out to "U.S. Department of Homeland Security." Write your name and I-94 number on front side toward the bottom.
9. I-20 Re-issue process fee \$20.00	Cash, Credit Card; or Check
10. Proposed employment offer letter	Used after OPT approval, must submit within 90 days.
11. CalUMS OPT Request Form	DO NOT send to USCIS. Used only for CalUMS
12. If applicable, Employment Authorization Document (EAD) card or proof of documents	Copy of the front and back of the EAD card. ONLY for students with previously approved EAD card.
13. Include all above documents in a manila envelope:	U.S. Postal Service: Express Mail and Commercial Carrier: USCIS USCIS P.O. Box 21281 Attn: AOS
14. If you live outside of California, you may need to mail your OPT application to a different USCIS Lockbox Facility. Please refer to I-765 instructions at www.uscis.gov	Phoenix, AZ 85036 1820 E. Skyharbor Circle S,  (Certified Mail) Suite 100  Phoenix, AZ 85034

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### PLEASE NOTE YOU MAY APPLY FOR OPT:

- 1. 90 DAYS BEFORE THE END OF YOU ACADEMIC PROGRAM AND MUST BE SUBMITTED NO LATER THAN 60 DAYS AFTER THE END OF YOUR ACADEMIC PROGRAM
- 2. DURATION OF OPT IS UP TO 12 MONTHS OF EMPLOYMENT

# IMPORTANT NOTICE: YOU ARE REQUIRED TO:

- 1. NOT ENGAGE IN EMPLOYMENT PRIOR TO RECEIVING YOUR EAD CARD
- 2. PROVIDE A COPY OF THE FRONT AND BACK OF YOUR EAD CARD TO YOUR ISA VIA EMAIL: ISA@CALUMS.EDU
- 3. REPORT ANY AND ALL EMPLOYMENT CHANGES TO YOUR ISA WITHIN 10 DAYS OF ANY CHANGE.
- 4. NOT BE UNEMPLOYED FOR MORE THAN 90 DAYS TOTAL BETWEEN YOUR OPT START DATE AND END DATE.
- 5. SEND AN ORIGINAL COLORED COPY OF YOUR EMPLOYMENT OFFER LETTER SIGNED BY THE EMPLOYER VIA THE U.S. POSTAL SERVICE, TO THE ISA WITHIN 90 DAYS FROM YOUR OPT START DATE.
- SEND YOUR OPT PACKET TO USCIS WITHIN 30 DAYS OF THE SEVIS RECOMMENDATION.

#### SEND OFFER LETTER TO:

#### **CALUMS**

Attn: International Student Advisor 1126 N. Brookhurst St. Suite 200 Anaheim, CA 92801

You may track the OPT application here: https://egov.uscis.gov/casestatus/landing.do

\*\*\* Keep ALL receipts from USCIS\*\*\*

TRAVEL REGULATIONS WHILE YOUR OPT APPLICATION IS PENDING OR AFTER HAVE RECEIVED YOUR EAD WORK AUTHORIZATION CARD.

1. <u>If you have completed your academic program, have applied for OPT and your application</u> is pending:

It is highly suggested that you do not travel outside of the U.S. prior to being approved for OPT. While your application is pending, your departure from the U.S. may be viewed by USCIS as your forfeiture of OPT and may lead to the denial of your application.

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1126 North Brookhurst Street, Suite 200, Anaheim, CA 92801 Tel: 714.533.3946, Fax: 714.533.7778

## 2. If you plan to travel outside and re-enter the U.S. after you received your EAD card:

It is suggested that you travel only after securing employment. Without a secured job, you may be denied re-entry into the U.S. In addition, without employment, you are accruing unemployment. If you exceed 90 days of unemployment, your SEVIS record could be terminated for exceeding the maximum number of unemployed days.

## 3. If you plan to travel and re-enter the U.S. while on OPT and you have a job in place:

You must have your I-20 endorsed for traveling purposes. If you no longer reside in California, contact CalUMS at least 2 weeks before your departure so that we can prepare and endorse your new I-20. For re-entry into the U.S., you will have to present your valid passport, valid visa, I-20 with travel signature, and your EAD work authorization card. In addition, you should carry a letter from your employer on company letterhead certifying your travel and expected return date to employment.

\*\*\* PLEASE NOTE: WHILE ON OPT, THE ENDORSEMENT SIGNATURE ON PAGE 2 OF YOUR I-20 FROM YOUR INTERNATIONAL STUDENT ADVISOR IS ONLY VALID FOR 12 MONTHS\*\*\*

OPT is a work authorization that is a benefit of your visa, you will still be on F-1 status while you are on OPT. While on OPT you must always notify your International Student Advisor within the 10 days of any employment changes or address change.

Once you complete your OPT as indicated by the end date on your EAD card, you must depart the U.S. within the remaining grace period, change to a new visa status, return to pursue a new program of study or transfer to another institution. The transfer procedure must be completed within the remaining grace period after your OPT ends. In order to transfer, you must have completed the Clearance form, Exit form, and submit required documents for a transfer.

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