

Post-completion OPT Application Instructions



Refer to the below information and the ISS website before submitting your application to USCIS.



Check the following information on your OPT I-20:

- Degree Level
- Major
- Program End Date (should match your graduation quarter)
- International student advisor signature
- I-20 Issuance Date
- OPT requested dates



Compile your application packet

Please paper clip your application packet in the following order:

- Two passport-style **photos** (see next page)
- Form I-765 **filing fee of \$410** (see next page)
- **Form G-1145** (Optional—USCIS to text/email updates about application status)
- **Form G-1450** (only if you are paying by credit card)
- **Form I-765**
- Copy of your signed **OPT I-20**
- Copy of your **passport**
- Copy of your **visa**
- Copy of your **I-94**
- Copy of **CPT I-20s** and previously issued **EAD cards** (if applicable)



Mail your application to USCIS

USCIS must receive your OPT application **within 30 days after the OPT I-20 issuance date and before the end of your 60-day grace period**. Use the following addresses if your I-765 mailing address is in Washington. Otherwise, please refer to the USCIS filing instructions:

Standard Mail (United States Postal Service)

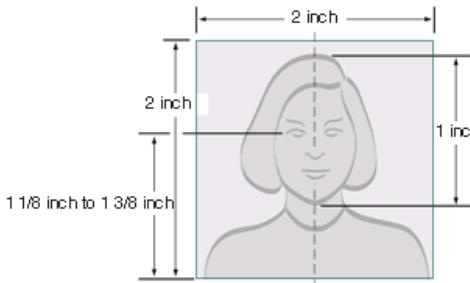
(request certified mail, return receipt for tracking)

USCIS
PO Box 805373
Chicago, IL 60680

Express Shipping (FedEx, DHL, UPS)

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

PREPARING YOUR PHOTOS: Two passport photos taken within the last 30 days



Back side of photos

- Do not reuse photos from your passport or visa.
- Photos must be 2x2 inches on white background.
- Write full name and I-94 number on photo backs with pencil or felt pen.

SUBMITTING THE FILING FEE: You must pay a filing fee of \$410

If filing with a check or money order/cashier's check, the payment should be made to **U.S. Department of Homeland Security**.

You may also choose to pay by credit card by filing Form G-1450 instead.

NAME ADDRESS CITY, STATE ZIP	Dates on checks and money orders are critical! • Write the current date. Do not write a future date. • Date format should be Month Day Year -- example: June 15 2018	0123 01-23456789
<u>DATE</u> <u>Current Date</u> ^ example : June 15 2018		
PAY TO THE ORDER OF <u>US Department of Homeland Security</u> \$ <u>410.00</u>		
<u>Four Hundred Ten and no cents</u> DOLLARS		
BANK NAME ADDRESS CITY, STATE ZIP		
<u>FOR</u> <u>OPT Application</u>		<u>Signature</u>
<u>1201234567890 012345678901234 0123</u>		

APPLICATION REMINDERS

- If you wish to submit your OPT application through the USCIS online tool, please refer to the ISS website.
- Mail your entire application within **30 days** of the new OPT-endorsed I-20 being issued. The application must also be received **no later than 60 days** after your I-20 end date. **Late applications will be denied by USCIS.** ISS recommends using a mailing service with tracking and delivery confirmation.
- Once your application has been submitted to USCIS, you are unable to change your requested start date.
- **You must stop working** after the I-20 program end date if you have an on-campus job. You may only work once you have received the EAD card and your OPT start date has been reached.

WHILE YOUR APPLICATION IS PENDING:

- If you submitted Form G-1145, USCIS will email or text you once they have received your application.
- At the mailing address listed on your Form I-765, you should receive a Form I-797 Notice of Action (receipt notice). If you do not receive this within 6 weeks, contact ISS.
- The receipt notice will list a Receipt Number which you can use to track the status of your application online: <https://egov.uscis.gov/casestatus/landing.do>
- If you move while the application is pending, you must update your address by visiting: <https://egov.uscis.gov/coa/addressChange.do>
- Please consult the ISS website for matters related to traveling with a pending OPT application.

PROBLEMS WITH YOUR APPLICATION:

- **There is an error on your receipt notice or EAD:**

To make a correction if there is an error in your date of birth or the spelling of your name, you will need to contact USCIS directly to update the error: <https://egov.uscis.gov/e-request/displayTypoForm.do>

- **You receive a Request for Evidence (RFE):**

Please submit a Contact ISS form: <https://iss.washington.edu/about-iss/contact/form/>

- **Receipt, approval/denial notice, or EAD is lost in the mail:**

Please submit a Contact ISS form: <https://iss.washington.edu/about-iss/contact/form/>

MY OPT IS APPROVED. WHAT NEXT? (Refer to the UW ISS website for additional information)

- USCIS will mail you an EAD card. Check your name and the approved dates.
- Once OPT has begun, you will receive an email from SEVP with instructions on how to create an **SEVP Portal account**.
- **Report all employment/volunteer/training** through your SEVP Portal within 10 days of your start date or of a change. Failure to report my result in auto-termination of your immigration record.
- **Report all address changes** through the SEVP portal within 10 days of a change.
- Contact ISS if you need your SEVP Portal account reset or forgot to report a change within 10 days.

OPT: Frequently Asked Questions



> **Can I apply for Post-completion OPT while outside the U.S.?**

No. If you anticipate being outside the country during your final quarter, please contact ISS.

> **Can I submit an OPT application by mail and through the USCIS online tool?**

No. Please do not submit two OPT applications as this could present significant problems and result in a denial of OPT.

> **I have heard there is a 60-day grace period after I graduate to depart the US. Do I have to leave if the government hasn't finished my OPT processing?**

No. The 60-day grace period does not apply to students who are waiting for the government to process their OPT application. As long as your application arrived by the government's deadlines, you can stay in the US and wait until it is processed.

> **What is my immigration status while my OPT is pending?**

You are still an F-1 Student while your OPT application is pending. OPT is a benefit of F-1 status, it is not a new visa type or status.

> **If I change my mind and decide not to work, can I cancel my OPT authorization?**

The answer depends on your situation. Please contact ISS as soon as possible to discuss your situation.

> **I didn't submit my OPT application early enough, and I realize I might not get the OPT start date I requested. How do I know what date USCIS will authorize?**

Unfortunately it is difficult to estimate. The authorization depends on when the application arrives and the workload at USCIS. If they process your application after your requested start date, they might push back the start date to their day of processing, up to 60 days after your program end date. However, there is no way to predict what date it will be.