Guidelines for Preparing and Mailing
Optional Practical Training (OPT) Application Packet

To Request OPT I-20:
1. View the ISS OPT Overview Video.
2. Submit the Optional Practical Training (OPT) Request form.
3. Allow 10-15 business days for your request to be processed.
4. Your electronic OPT I-20 will be sent to your CSUF email address.

Checklist of Documents to Submit to USCIS after receiving OPT I-20
All documents must be single-sided and not stapled.

- 1. Copy of OPT I-20 (Sign and date it with black ink.)
- 2. Form G-1145, E-Notification (go to uscis.gov to complete form & print)
- 3. Form I-765 (go to uscis.gov to complete form & print; do not e-file; sign and date with black ink. Refer to page 3-8 of this document for instructions.)
- 4. Copy of Unexpired Passport
- 5. Copy of I-94 (for white card version, copy front & back; for online version, go to www.cbp.gov/i94 to print.
- 6. Copy of all previously issued I-20s (do not copy instruction page; do NOT staple pages)
- 7. Copy of any previously issued EAD cards, if any (Employment Authorization Documents)
- 8. TWO U.S. Passport Style Photos taken within last 30 days.
   Place photos in a small envelope with your name & SEVIS# on the envelope.
- 9. Personal check or money order for $410.00 Payable to US Department of Homeland Security. Do not place in envelope with photos.
SAMPLE OF MONEY ORDER:

Fill out a Money Order from the **US Post Office**:

- **Pay To:** US Department of Homeland Security
- **Address:** Refer to **USCIS Direct Filing Addresses for I-765**
- **Amount:** $410
- **From or Purchaser of Sender:** Your First Name, Your Last Name
- **Address:** Your U.S. Address
- Write your SEVIS ID Number and Date of Birth somewhere on the money order

SAMPLE PERSONAL CHECK:

Fill out a non-USPS Money Order (**from 7-11, CVS, etc.**):

- **Pay To:** US Department of Homeland Security
- **Amount:** $410
- **From or Purchaser of Sender:** Your First Name, Your Last Name
- **Address:** Your U.S. Address
- Write your SEVIS ID Number and Date of Birth somewhere on the money order

US PASSPORT PHOTO REQUIREMENTS

Taken from **Page 26 of I-765 Instructions:**

You must submit two identical color passport-style photographs of yourself taken recently. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The two identical passport-style photos must be 2 by 2 inches. The photos must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of the photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name and A-Number (if any) on the back of the photo.

Mailing Application to USCIS:

Refer directly to USCIS webpage: **Direct Filing Addresses for Form I-765**.

ISS recommends that you mail your application to USCIS within 3 days of receiving your OPT I-20. USCIS will deny your application if it is not received within 30 days of the ISS Advisor’s OPT recommendation in your SEVIS record.

Revised 2021.01.08
Guidelines for Completion Form I-765 for Pre- or Post-Completion Optional Practical Training (OPT)

PART 1. Reason for Applying:

I am applying for (select only one box):
1a. Initial permission to accept employment.

PART 2. Information About You

Your Full Legal Name = Must match how your name appears on your Form I-20.

Family Name = Surname on Form I-20
Given Name = same as Given Name on Form I-20
Middle Name = leave blank

Other Names Used: Only complete this next section if you have another legal name that appears in current or previous Passport, or visa, or Form I-20.

If no other legal name, then items 2a-4c, type “N/A”.

Revised 2021.01.08
Your U.S. Mailing Address:

- USCIS will use your US Mailing Address to send your Employment Authorization Document (EAD), if application is approved.
- If your mail is sent to someone other than yourself, then do following:

  5.a. Provide person’s name under “In Care of Name”.

  Item 6: Click on NO.
  If you answered “No” then you must provide your Physical US Address for 7.a.-7.e.

  US Physical Address (items 7a-7e) cannot be blank.

- It is acceptable to you use a US Post Office address as your mailing address. See sample below.

  Item 5a: Provide your name.

  Item 5b-5f: Provide PO Box address.
  No punctuation marks.

  Item 6: Click on No.
  If you answered “No” then you must provide your Physical US Address for 7.a.-7.e.

  US Physical Address (items 7a-7e) cannot be blank.
  You cannot use a PO Box address for US Physical Address.
• If your US Mailing Address is the same as your US Physical Address then do the following:

**Your U.S. Mailing Address**

<table>
<thead>
<tr>
<th>5a. In Care Of Name (if any)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5b. Street Number and Name</td>
<td>678 Nutwood</td>
</tr>
<tr>
<td>5d. City or Town</td>
<td>Fullerton</td>
</tr>
<tr>
<td>5e. State</td>
<td>CA</td>
</tr>
<tr>
<td>5f. ZIP Code</td>
<td>92631</td>
</tr>
</tbody>
</table>

6. Is your current mailing address the same as your physical address?
   - Yes
   - No

**US Physical Address**

<table>
<thead>
<tr>
<th>7a. Street Number and Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7c. City or Town</td>
<td></td>
</tr>
<tr>
<td>7d. State</td>
<td></td>
</tr>
<tr>
<td>7e. ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>

Item 5a: Leave blank.
Items 5b, 5c (if applicable), 5d, 5e, and 5f: Provide info.

Item 6: Click on YES.

**US Physical Address**

Items 7a-7e: Leave blank

Go to next section, Other Information.

**Other Information**

Item 8. Alien Registration Number (A-Number) (if any) = Leave blank. Do not put I-94 number.
Item 9. USCIS Online Account Number (if any) = Leave blank. Do not put I-94 number.
Item 10 & 11: Please provide your appropriate responses.

Item 12. Have you previously filed Form I-765?
  - If you have applied for Optional Practical Training or Economic-hardship based Employment Authorization before, then select “Yes”. You must have copies of previous EADs.
  - If this is your first time submitting Form I-765, then select “No”.

Items 13a-17b related to Social Security Information.
If you already have a Social Security Number, then do the following:
  - Item 13a: Select “Yes”.
  - Item 13b: Provide your Social Security Number.
  - Skip to next section, Your Country or Countries of Citizenship or Nationality.

If you do not have a Social Security Number, then do the following:
  - Item 13a: Select “No”.
  - Skip to Item 14.
  - Items 14 -17b: optional; you are not required to request an SSN using this application.

**Your Country or Countries of Citizenship or Nationality:**
  - Item 18a = Provide name of the country where you are currently a citizen or national (Passport Country). If you are a citizen of only one country then leave Item 18b blank and skip to Place of Birth section.
  - Item 18b = If you are a citizen of more than one country, provide name of the country that issued your last passport.
**Place of Birth:**
- Item 19a: Please provide your appropriate response.
- Item 19b: Please provide your appropriate response. If no state/province, then type “N/A”.
- Item 19c: Please provide your appropriate response.
- Item 20: Date of Birth (mm/dd/yyyy) Example: 12/24/1998 = December 24, 1998

**Information About Your Last Arrival in the United States**
- Item 21a: Form I-94 Arrival-Departure Record
- Item 21b: Passport Number of your most recently issued passport
- Item 21c: Type “None”.
- Item 21d: Country that issued your passport
- Item 21e: Expiration Date for Passport (mm/dd/yyyy)
- Item 22: Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
- Item 23: Place of Your Last Arrival into the United States
- Item 24: Immigration Status at Your Last Arrival (Example, F-1 student)
- Item 25: Current Status at your last arrival (Example: F-1 student)
- Item 26: Provide your SEVIS ID#. Check your Form I-20 for this.

**Information About Your Eligibility Category**
- Item 27:
  - For Pre-Completion Optional Practical Training
    - (c) (3) (A)
  - For Post-Completion Optional Practical Training.
    - (c) (3) (B)
- Items 28 – 31b: Leave blank; skip and go to Part 3, Page 4.

**PART 3: Applicant’s Statement, Contact Information, Declaration, Certification, and Signature**
- **Applicant’s Statement:** Item 1a. Select this by placing an “X”.
- **Applicant’s Contact Information:**
  - Items 3 & 4 = Provide your phone numbers (no symbols)
  - Item 5 = Provide your email address.
  - Item 6 = Respond if applicable.
- **Applicant’s Declaration and Certification**
- **Applicant’s Signature**
  - Item 7a = Use black ink pen to sign in this box.
  - Item 7b = Use black ink pen to print date of mailing your packet to USCIS.

**PART 4 and PART 5 = Leave blank.**

**PART 6. Additional Information**
This part is to be completed only if you are providing additional information and documents to USCIS, such as any of the following listed below:
- Copy of Previous Form I-20 showing Curricular Practical Training granted
- Copy of Previous Form I-20 showing Pre-Completion Optional Practical Training (for current degree or previous degree)
- Copy of Previous Form I-20 showing Optional Practical Training recommended based on other degree program
- Copy of Previous Form I-20 showing recommendation for Off-Campus Employment Authorization due to Severe Economic Hardship
- Copies of previous Employment Authorization Documents (EADs)
If you have any of these documents, then complete Part 6 as follows:

- **Item 1a and 1b** = These fields should auto-populate based on your response on Page 1, Part 2. If not, use a black ink pen to print your name as it appears on your I-20.
- **Item 1c** = Leave blank.
- **Item 2** = Leave blank.

**SAMPLE OF HOW TO COMPLETE Items 3a-3d.**

If providing copies of previous Form I-20’s showing Curricular Practical Training (CPT), then do the following:

- 3a. Page Number = 3
- 3b. Part Number = 2
- 3c. Item Number = 27
- 3d. See sample below

<table>
<thead>
<tr>
<th>3.a. Page Number</th>
<th>3.b. Part Number</th>
<th>3.c. Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
</tr>
</tbody>
</table>

**SEVIS ID Number:**

Specify if part-time or full-time Curricular Practical Training;

Specify your Academic Program when CPT was granted;

Include CPT start and end Dates

If providing copies of previous Form I-20 showing Optional Practical Training (OPT) for either current or previous degree, then do the following:

<table>
<thead>
<tr>
<th>4.a. Page Number</th>
<th>4.b. Part Number</th>
<th>4.c. Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
</tr>
</tbody>
</table>

**SEVIS ID Number:**

Specify if Part-time or Full-time Pre-Completion or Post-Completion Practical Training;

Specify your Academic Program when OPT was recommended;

Include OPT start and end dates.
If providing copy of previous Employment Authorization Document, then do the following:

**SAMPLE FOR EAD for Previous OPT**

<table>
<thead>
<tr>
<th>5.a.</th>
<th>Page Number</th>
<th>5.b.</th>
<th>Part Number</th>
<th>5.c.</th>
<th>Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEVIS ID Number; Employment Authorization Document for Post-Completion Optional Practical Training; Academic Program when OPT was recommended; OPT start and end dates as they appear on the EAD

**SAMPLE FOR EAD for Economic Hardship-based EAD**

<table>
<thead>
<tr>
<th>5.a.</th>
<th>Page Number</th>
<th>5.b.</th>
<th>Part Number</th>
<th>5.c.</th>
<th>Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEVIS ID Number; Employment Authorization Document for Severe Economic Hardship; Academic Program when OPT was recommended; start and end dates as they appear on the EAD