Application Guide for Optional Practical Training

In order to apply for Optional Practical Training, please gather and submit the following documents to the Office of International Programs at Felician College. We will review your documents before you send them out to ensure that you are not missing any information. Submitting an incomplete OPT application can lead to processing delays, which can delay receipt of your EAD card.

**Required documents checklist:**

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<th>Documents</th>
<th>Check completed documents</th>
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| **Form I-765**, current version, completed and signed by the student, marked with the appropriate code at item 16:  
(c)(3)(A) for pre-completion OPT  
(c)(3)(B) for standard post-completion OPT  

*NOTE: The signature that appears on the EAD card is scanned directly from the I-765. If any part of the signature crosses the line on which students are supposed to sign, the signature can be rejected. It is recommended that students write their signatures so that they fit within the lines of the signature section on Form I-765, so they can be scanned cleanly and applied to the EAD.*  

Form I-765 filing fee in the form of a check or money order payable to "U.S. Department of Homeland Security". |
| 2 identical immigration-style photos (2X2 inches) |
| **Form I-20** printed with the OPT endorsement, signed by the DSO and student on page 1 and signed and dated by the DSO on page 3. The DSO's signature on page 3 has to be dated within 30 days of USCIS's receipt of the OPT application.  

Photocopies of all prior **Forms I-20**, especially those on which CPT or OPT was granted previously, so that all prior periods of CPT and OPT, and whether they were for full-time or part-time training, can be reviewed by USCIS.  

Photocopies of any previous employment authorization documents (EAD cards)  

Copy of both sides of the student's I-94  

*if you entered the USA after May 2013, you will not have a paper I-94 card. Go to [http://www.cbp.gov/i94](http://www.cbp.gov/i94) to print your I-94 admission information.*  

Photocopies of the following passport pages: photo page, page with passport validity dates, including renewal page if original has expired, pages showing amendments such as name changes, corrections, etc. Photocopy of the F-1 visa page (if any) |
Where you can get the Form I-765:
USCIS is constantly updating its forms. For the most updated form, please go to http://www.uscis.gov
or http://www.uscis.gov/files/form/i-765.pdf

When to apply:
We recommend that all students apply for OPT at least 2 to 3 months (60 to 90 days) prior to their desired OPT start-date to allow for document processing and possible delays. You may begin the application process with the OIP more than 90 days prior to your program end-date. DO NOT to submit your application to USCIS until you are 90 days or fewer from the end-date. Your application will be returned, but they will cash the check!

How to select your requested OPT start-date:
You may select any date after your program end-date for post-completion OPT. However, you will accrue unemployment days after your OPT start-date if you do not have a job. Therefore, we recommend selecting a start-date at least one month after your program end-date if you do not have employment pre-arranged. This will allow you some time to apply for and obtain a job.

We strongly recommend that you begin looking for employment prior to your program end-date, as it is impossible to predict the amount of time it will take to find a job after graduation.

Where to send your application:
As of Spring 2013, send your application to

USCIS Dallas Lockbox
For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067