Optional Practical Training (OPT) Checklist

Gather the Following Documents before Requesting an OPT Appointment. Remember: your application must be received by DHS no later than 60 days after you complete your degree requirements (this is not the same day as graduation):

- **Two Photos** – passport style. Print your name and admission number (found on your I-94 card) lightly on the back in pencil. Standard size is 2”x2”.
- **Copy of student visa, passport photo page, & I-94 card** (both sides), and all previous I-20s (1st and 3rd page)
- **Check for $380.00 US made payable to Department of Homeland Security**
- **Completed I-765 signed in blue ink** (you can download an I-765 form at [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)). The link that takes you to the actual form is located on the right column.
  * Attempt to make your signature no larger than 1” wide x ½” tall and do NOT cross the lines. (fit it in the white space). If your signature is too large, USCIS will return the application to you.
- **Copies of any prior EAD cards** (if applicable)
- **Completed Optional Practical Training (OPT) Form**
- **Completed G-1145, E-Notification of Application/Petition Acceptance** (optional)

Once You Have Gathered the Documents Listed Above:

- **Make an appointment to see your International Student Counselor** to complete the application process. Please include your availability in your request and plan ahead.

When You Meet With the International Student Counselor:

- **Bring the documents listed above**
- **Know the dates that you want OPT to begin and end** (you can request OPT to begin up to 60 days after your last day of classes/completion of the degree)

The International Student Counselor will issue an OPT I-20 and make copies of all of your documents. This OPT I-20 will be the final document required to complete your application.

Mailing Address:

NEXT STEPS:

- **Send your OPT application via Certified Mail at the Post Office.** Please refer to page 10 at link [http://www.uscis.gov/files/form/i-765instr.pdf](http://www.uscis.gov/files/form/i-765instr.pdf) for the appropriate address.
- **About a week to a week and half after you mail your package, you will receive a formal receipt from USCIS with your personal WAC (application) number.** Bring a copy of this receipt to your International Student Counselor. You may check the status of your application on-line at anytime by visiting the website listed on the receipt.
- **You will receive your card within 75-90 days of the date on the receipt. DO NOT start working until you receive your EAD card and the date on the card has been reached. Inform the International Staff if you do not receive your EAD card within 90 days of the date of your receipt.** Bring a copy of your EAD card to the International Student Counselor when you receive it.
- **Please read the Travel While On OPT Handout prior to making travel arrangements.**
- **Very Important:** You are required to continue to report any changes in your address, phone number, or e-mail address to international@kgi.edu, while on OPT. Note: we do not recommend that you move while waiting for OPT approval.
- **Very Important:** Update your International Student Counselor with any and all changes to your employment (including breaks in employment).
Mail your application packet to:

For U.S. Postal Service (USPS) OR For Express Mail and Courier Service
USCIS
PO Box 21281 USCIS
Phoenix, AZ 85036 Attn: AOS
OR
1820 E. Skyharbor Circle S
It is recommended that you use Certified Mail Return Receipt
Phoenix, AZ 85034