OPT Application Checklist

Please review the F-1 Guide to Optional Practical Training for general questions about OPT. To apply:

1) Gather complete packet:
   - 2 color U.S. passport-style photographs. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background.
   - Completed Form I-765 draft (important: follow completion directions in this packet)
   - Current I-94 printout
   - Copy of your visa and passport identity page (and any renewal pages)
   - Copy of all previously issued I-20s (1st and 2nd page; do not copy instruction page).
   - Scan of the front and back of any previous EAD cards (i.e. previously done OPT)
   - Application fee in the amount of $410

2) Make an appointment with your Admissions and International Student Advisor to complete the application. This appointment will last roughly 30 minutes. You will be given the I-20 needed to complete your application at this appointment. DO NOT submit your application without it.
   - NOTE: Your form must be received by USCIS no later than 30 days after KGI issues the I-20 and within 60 days of your last day of class.

3) Next Steps
   - Create your online account and begin your application at https://www.uscis.gov/i-765
   - Print and physically sign the I-20 sent to you showing your OPT recommendation. Upload a scanned copy of the 1st and 2nd page of your new I-20 to your application.
   - Email a copy of your application receipt to international@kgi.edu when received (formal receipt; no copy of the confirmation email is needed).
     - Sign up for Informed Delivery by USPS at https://informeddelivery.usps.com. This will help you track the expected arrival of your EAD card.
     - You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed.
   - If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
   - Email a copy of your EAD card and I-797 approval notice to international@kgi.edu when received. You may only begin work once you have received the card and the dates on the card have been reached.

Reporting Employment and Travel:
   - You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, complete the OPT Reporting Form on the Current Students page under Forms; OR report directly in the SEVP OPT Portal. You will be emailed login information AFTER your OPT has been approved and the start date has been reached. Learn more and review the User Guide at https://studyinthestates.dhs.gov/create-an-sevp-portal-account.
   - Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.
   - Interested in travel? Please consult the Travel Guide on the Current Students page under Travel for specific guidance BEFORE making travel plans.
Completion Guide for filling out I-765 Application Form. Please click here for a link to complete instructions issued by USCIS; it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information:
You can find helpful information on filing your online application at https://www.uscis.gov/file-online. Make sure to select that you are applying for (c)(3)(B) – Post-Completion OPT when starting your application.

Part 1: Select "Initial permission to accept employment"

Part 2:
- **1. Name:** Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as “other evidence” spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete these sections on the application as needed. Do not list nicknames that you did not use on official records.
- **Address:** Your US Mailing Address is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family’s address, indicate the person’s name in the In Care of Name line (note that this person must be listed with the US Postal Service as living at that address). If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section.
- **Social Security Number:** If you already have an SSN indicate this and provide the number. If you do not already have an SSN, indicate this, then select “yes” to both follow up questions to give USCIS the ability to share your information with the Social Security Administration and create your card. You will need to provide your mother and father’s names as well.
- **Information About Latest Arrival:** Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20.

Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT).
- **Explanation of previous work:** List all SEVIS ID numbers, level (i.e. bachelors or masters), and whether CPT or OPT was done. If CPT or OPT was done, explain the opportunity. Examples:
  - Student studied in the US for bachelor degree but did not do practical training. Returned to US later to earn masters degree at KGI and has done CPT. Answer would look something like: “Previous SEVIS ID N0001234567, bachelors degree, no CPT or OPT. Current SEVIS ID N0012345678, masters degree, CPT from 5-1-18 to 8-30-18, at Regeneron for internship requirement, 40 hr/wk.”
  - Student studied in the US at KGI only and has done CPT practical training. Answer would look something like: “Current SEVIS ID N0001234567, masters degree, CPT from 5-1-18-8-30-18, at Regeneron for internship requirement, 40 hrs/wk; CPT from 8-31-18 to 12-14-18 at Regeneron for internship course, 20 hrs/wk.”
  - Student studied in the US at bachelors level, completed OPT, and transferred to KGI for masters but did not do CPT. Answer would look something like: “Current SEVIS ID N0001234567, bachelors degree, OPT from 5-30-15 to 4-30-16 at Shire, 40 hrs/wk. Masters degree, no CPT or OPT.”
Screenshots to Guide You Through the OPT Online Application

Click on Create an Account to set up your account OR log in to an existing account.

Once you have logged in, click on “File a form online” to begin your application process.
Select “Application for Employment Authorization (I-765)” from the drop-down list.

Review the information on this page carefully. It will tell you everything you need to file online. Make sure you have all the items on the list of required evidence prepared before starting your application. Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers. Go in order so that you only see the questions you need to complete. The form will autosave your answers in each section.
You will be applying for *(c)(3)(B) Student Post-Completion OPT*. Make sure that you select this category.

You must select “Initial permission to accept employment.” If you have ever filed form I-765 before (even if it was denied), you must say Yes.
The next sections in the application will ask information about you. You will need your I-94, passport, and I-20 to complete the immigration information section. You will generally not have A-Number or USCIS account number. It is ok to leave these blank.

If you do not have a social security number (SSN) already issued, you can apply for it at the same time as you apply for your EAD card!

Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (non-citizens must apply for replacement cards in person).
For the government-issued photo ID, upload your passport picture page. You will see it listed that your “DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765” – this will be done at your OPT appointment. **Do not submit your application until then. You will be preparing a draft of your I-765 for review at this time.**

You will be given an I-20 showing your OPT recommendation after your appointment. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. This must be uploaded or your application will be denied.

**Review the formatting requirements required for your uploads (see next page). It is your responsibility to format your documents properly for USCIS, according to their instructions.**
Screenshots to Guide You Through the OPT Online Application

Filling Out the Form—Formats

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file

Example of proper formatting are:
FamilyName_FirstName_OPTI20.pdf
FamilyName_FirstName_Passport.jpg

It is highly recommended that you do not take pictures. We recommend scanning your documents from a scanner/copier machine and uploading “clean” clearly-legible PDFs, free of shadows, and with nothing in the “background” – no fingers, tabletops, other paperwork, etc.
Before moving to payment, the application will check for errors and notify you if you may need to edit your response. **Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct.** An “error” simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in red, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that may need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

**DO NOT** move to the next step of payment and submission of your application until after you have had your OPT appointment, received your OPT I-20, and uploaded this evidence to your application. You will be preparing a draft of your I-765 for review at this time. **Download the draft snapshot and send it to your International Student Advisor.**
Screenshots to Guide You Through the OPT Online Application

After reviewing your draft I-765, you will receive an email with any corrections. You will then be offered the opportunity to schedule your OPT appointment. After you have had your appointment, received your OPT I-20, and uploaded it to your application, proceed to the submission and payment page.

You will electronically sign your I-765. This is the only electronic signature allowed (again, your I-20 copy must show a signature signed physically, in ink). You will then be directed to pay.gov to pay your application fee.
Screenshots to Guide You Through the OPT Online Application

You may pay by bank transfer (ACH) or via a debit/credit card issued by a US bank. The US billing address provided must match the details on your bank/credit card account.
Screenshots to Guide You Through the OPT Online Application

Filling Out the Form—After You Submit

- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice

Tracking Your Case

All notices are posted to your account
- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

* Notices are also mailed to the mailing address on file

Make sure that you have completed submission. A confirmation will be displayed on the screen, and you will immediately get a receipt notice with your case number. Click on “Go to my cases,” then click on “Documents,” to download and send your receipt to your International Student Advisor.
If you previously paper-filed, you can link your paper-filed case to your account after you receive your receipt. You can then see all notices in the account after that step, just as if you had filed online.