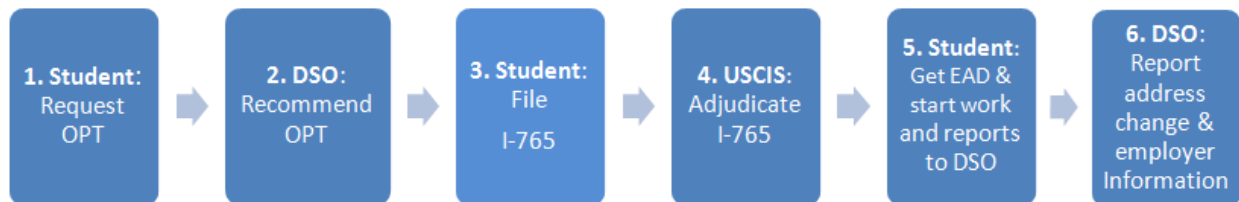# Optional Practical Training Application Instructions

Curry College International Student Services
(t) 617-333-2967/(e)internationalstudents@curry.edu
Learning Commons S-111

If you are a full-time student who has maintained status for one full academic year and you would like to apply for Optional Practical Training (OPT), please follow the guidelines below:

PLEASE NOTE: YOU MUST APPLY FOR OPT PRIOR TO THE COMPLETION OF ALL COURSE REQUIREMENTS FOR YOUR DEGREE. YOU SHOULD APPLY NO EARLIER THAN 90 DAYS AND NO LATER THAN 30 DAYS PRIOR TO COMPLETION OF STUDIES FOR POST-COMPLETION OPT. USCIS CAN TAKE UP TO 3 MONTHS TO PROCESS AN OPT APPLICATION. YOU MUST MEET WITH THE DIRECTOR OF INTERNATIONAL STUDENT SERVICES AT LEAST 60 DAYS PRIOR TO YOUR PROGRAM END DATE.

How to Apply for OPT:

- Meet with the Director of International Student Services to review your OPT application, appointments available at this link.
    - If the Director determines that you are eligible for OPT and your application is complete, you will be issued an updated Form I-20 with a recommendation for OPT.

- Mail your OPT Application to USCIS with the following documents:
    - A personal check or money order for $410 (made out to "U.S. Department of Homeland Security"). Write your SEVIS ID# on the front of the check in the memo section)
    - A completed Form I-765 (signed)
    - A copy of your passport ID page

- A copy of your F-1 visa (does not apply to Canadian citizens)
- A copy of your most recent Form I-94 (available at https://i94.cbp.dhs.gov)
- A copy of your new Form I-20 (with OPT recommendation)
- Copies of all previously issued Form I-20s (organized with most recent on the top to oldest on the bottom)
- Copies of all previously issued Employment Authorization Documents (EADs), if applicable
- 2 identical passport-sized photographs (taken within the past 6 months with your name and SEVIS ID# on the back in pencil)
- Form G-1145 (optional). The Form allows USCIS to email and text you with updates regarding your OPT application.
- A letter of recommendation from your academic advisor, which clearly states the occupational fields that would be an appropriate match for your field of study.

*Make two copies of all above listed items; keep 1 copy for your records and submit 1 copy to the Director of International Student Services.

Send original form I-765 and all above listed supporting documents to:

For U.S. Postal Service (USPS):	**For FedEx, UPS, and DHL deliveries:**
USCIS	**USCIS**
P.O. Box 660867	**Attn: NFB AOS**
Dallas, TX 75266	**2501 S. State Hwy. 121 Business**
	Suite 400
	Lewisville, TX 75067

- If you submitted Form G-1145 you may receive confirmation that your application was accepted at a USCIS Lockbox facility within 24 hours of its arrival. USCIS will send a Receipt Notice for your OPT application within 3-6 weeks.

- Once you have received your Receipt Notice, you can track the status of your case using the case status search feature of the USCIS website. You may elect to receive e-mail alerts about your case status by creating an account. Check your Receipt Notice to verify that your name is spelled correctly. **If your name is not spelled correctly, please contact the USCIS Customer Service Center at the number provided on your receipt.** Please also provide the Director with a copy of this notice if you receive it directly.

- Request for Evidence- If you receive a notice indicating that additional documentation is required for your application, contact the Director of International Student Services immediately for assistance.

- Receive your EAD (Employment Authorization Document). If your OPT application is approved, you should receive your EAD approximately 90 days from the date your application was received by USCIS. A separate Approval Notice will be sent to you before the actual EAD.

When you receive your EAD:

1. Inspect your card for accuracy and contact the USCIS Customer Service Center if there are errors.
2. Make 2 photocopies of your EAD. Send one to the Director of International Student Services and keep the other copy in a safe place.
3. Remember that you are authorized to work only within the dates specified on the EAD.
4. If you lose your EAD you must apply for a replacement by submitting a new Form I-765, another $410 check, two photographs, and a copy of your previous application to the USCIS.