

OPTIONAL PRACTICAL TRAINING APPLICATION PROCEDURE

- Complete the USCIS Form I-765, Application for Employment Authorization. Use a **black or blue ink** pen. We will review this form with you and help you with any questions you do not know how to answer.
- Decide the date that you would like to request for your OPT work authorization to begin. You must choose a date within 60 days after the last day of your final quarter of classes.
- Have two glossy color photos taken on a **white** background. The photos should be **passport style showing a full frontal view of your face**. The photos must be **no larger than 2x2 inches**, with the distance from the top of the head to just below the chin about 1 1/4 inches. Lightly print your name and admission number (available from your white, I-94 card) on the back of each photo in **pencil** not ink pen.

SAMPLE PHOTO:



- Make an appointment to see an International Student Advisor.
- Bring a completed I-765 form, a check for **\$340.00** payable to the Department of Homeland Security, the photos, your passport with your white I-94 card to the appointment.
- You will be given mailing instructions at your appointment.

OPTIONAL PRACTICAL TRAINING APPLICATION MAILING INSTRUCTIONS

- It is recommended that you mail your application using certified mail so you have proof that your application was received in time at the California Service Center. You can do this at the Bronco Copy & Main on campus or at a U.S. Post Office.
- Mail the following items:
 - Original I-765 form
 - Photocopy of your new OPT I-20, front and back
 - Photocopy of your I-94 card (small white card), front and back
 - Photocopy of your passport ID page
 - Two photos (your name and admission (I-94) number on back, in **pencil**)
 - Signed white signature card
 - Check or money order (not cash) for **\$340.00** payable to: Dept. of Homeland Security
- To: USCIS California Service Center
P.O. Box 10765
Laguna Niguel, CA 92607-0765
- It is recommended that you make a copy of all these documents before you mail them, for your records and in case your application is lost.
- Within approximately 1 month after the USCIS receives your application, you will be sent a Receipt Notice. Contact the International Center if you do not receive a Receipt Notice within 6 weeks.
- The Receipt Notice, the Approval Notice, and your EAD (Employment Authorization Document) card will be mailed to the address you put on your application. If you move, notify the International Center within 10 days so we can notify the CSC immediately.
- Most applications for Optional Practical Training are approved. The law allows for 3 months to process an OPT application.
- The EAD card will show the dates of authorized employment. You should not begin employment until receipt of the EAD card and the beginning date of employment shown on the card.
- Contact the International Center if it gets close to **90 days from the date on your Receipt Notice**, and you have not received your EAD card nor has it been approved based on checking "Case Status On-line" at:
<https://egov.uscis.gov/cris/jsps/index.jsp>