

STEP 2: PREPARE OPT PACKAGE AND MEET WITH ADVISER

- ❑ **Completed form I-765** (original signed in ink)
- ❑ **Completed form G-1145** USCIS Electronic Notification of Application Acceptance
- ❑ **Check or money order with the appropriate filing fee written to “Department of Homeland Security”**
(Do not abbreviate or shorten the name)
- ❑ **Copy both pages (ID and travel history) of your most recent I-94**
- ❑ **Copies of both sides of any previously issued EAD cards**
- ❑ **Copy of the identification page of your passport.** If the expiration date of the passport is on another page, be sure you include a photocopy of that page as well.
- ❑ **Copy of your F1 visa**
- ❑ **Two recent photos:** USCIS requires the photos are passport style and not be more than 30 days old. Do not use same photo as in passport.
- ❑ **Copies of pages 1 & 2 for all I-20s issued to you** since you first received F-1 status. (Include all previous schools and NOVA with OPT recommendation)
- ❑ **Schedule Meeting with your International Student Adviser:** Bring OPT documents to review with adviser before mailing out.

STEP 3: MAIL OPT PACKAGE TO USCIS

You must mail all of the above documents to USCIS **within 30 days** from the date your adviser/ DSO recommended OPT. Send your completed application package to one of the addresses below. It is highly recommended that you send the application **by certified mail** and get a **return receipt** for tracking purposes.

If sending by regular mail:
USCIS
P.O. Box 660867
Dallas, TX 75266

If sending by Express mail:
USCIS Attn: AOS
2501 S. State Hwy. 121, Suite 400
Lewisville, TX 75067

STEP 4: USCIS APPROVAL AND JOB CONFIRMATION

If approved, you will receive an email from USCIS instructing you to create a **log in for the OPT Portal within 90 days of receiving your EAD.**

• **Find Employment:** If you are unable to find appropriate employment or a volunteer opportunity during the 90 day grace period, your F1 status in SEVIS will be terminated.

• **log onto OPT Portal:** This must be kept up to date in case you change jobs or take on more than one at the same time. If you have trouble accessing the Portal contact your adviser for assistance.

Employer & Supervisor contact (name, address, telephone, e-mail)

Job Title

Employer EIN

Start and End date

Explanation of how this employment is related to your program of study

• **et Updated I20:** You must send your adviser a copy of your EAD card and employment offer letter so they can provide you with an updated I20. You will still need to have this signed if you travel out of the country during OPT.

Frequently Asked Questions

What is the processing time? USCIS will send you a receipt in three to four weeks or earlier if you request electronic notification. Keep this receipt in a safe place. The Employment Authorization Document should arrive about 90-120 days later.

What is the latest date that my EAD can begin/end? You are permitted a maximum of 12 months of OPT within a 14 month period which begins when you complete your degree. Your EAD must begin no later than 61 days after your completion date and end no later than 14 months after you completed the degree.

Can I go home after I graduate and apply for OPT when I come back? No.

Can I travel outside the US after I complete my program and I am waiting for my EAD? ,WLVQRWDBLVHVRWUDYHODEURD&W LORXBYH RXU(0SSURYH00MRERIIHU

Can I travel with the EAD? Yes, but you will need to have your I-20 endorsed by the international student advisor and you will need a YDOLG F-1 visaDQ letter showing that you have aMREoffer D0YEHHQSSURYH0RUWLPHRIIIURP2UN

Can I volunteer with a company before I get my EAD? No, you cannot provide a service for which an individual would generally be paid.

OPT REQUEST FORM

Name: _____ EMPLID#: _____
Family Name First Name

SEVIS Number: N _____ Campus issuing I-20: _____

E-mail Address: _____ Phone: _____

Please check one of the following options. I am requesting OPT:

- After graduation (full-time)
- While classes are in session (part-time)
- During the summer:
 - Full Time
 - Part Time

*My major is _____.

I expect to complete my degree on (Date) _____.

* **Description of proposed training:** (How is the employment related to your major?):

I would like my training to begin on (date) _____ and end on (date) _____

Previous EAD information: if you have had an EAD issued prior to this request, please provide the following information:

Beginning and Ending Dates: _____

Full-time _____ or part-time _____

Purpose and/or education level it was issued for: _____

Applicants must read and sign the following statement:

I understand that I am required to report my initial place of employment and any changes that may occur during the period of my (OPT) employment authorization: to include change of employers, periods of unemployment, and changes in my address. I must report this information to the Office of International Student Services at oiss@nvcc.edu.

Signature: _____

Date: _____

Office of International Student Services