Optional Practical Training

Optional Practical Training (OPT) is a work authorization granted to F-1 students for employment in their field of study (their major). Students generally use it for post-graduation employment. Allow at least 3 months for processing.

Apply for OPT

Attend an OPT session → Complete the OPT checklist → Make an OPT appointment → Mail your OPT application

Make an Appointment

- Make an appointment with Emily Bailey, Zabrina Williams, or Eva Wong by calling the Reves Center, 757-221-3590. Do not schedule by email. Appointments typically take 30 minutes.
- During your appointment, you will receive an OPT I-20. Bring all other items from the checklist below.
- If you are not on campus for an extended period (examples: Macc winter field experience or dissertation research), contact Emily, Zabrina, or Eva for options.

OPT Checklist

Bring these to your appointment. Do not staple any documents.

____ Submit the Reves OPT Application e-form before your appointment: [http://tinyurl.com/optreves](http://tinyurl.com/optreves)

____ Form I-765. Type your responses. Electronic version: [http://tinyurl.com/optpacket](http://tinyurl.com/optpacket)

____ Form G-1145. Type your responses. Electronic version: [http://tinyurl.com/optpacket](http://tinyurl.com/optpacket)

____ Check or money order for $410, made payable to US Department of Homeland Security

____ 2 color passport style photos, sized 2 inches by 2 inches, following the Photo Guidelines

____ Copy of your I-94 record (travel history not needed). Print this from [http://tinyurl.com/i94recent](http://tinyurl.com/i94recent) (“Get Most Recent I-94”). If you last traveled internationally by air April 2013, this card is in your passport, and you should copy front and back, even if blank. If you traveled by land, if you received a card copy it; if not, print it.

____ Photocopies of all of previous I-20s (including from previous schools); front pages and travel signature pages, even if blank.

____ Photocopy of your passport identity page(s) showing your biographical info and passport expiration

____ If applicable: Copy of any previous EAD(s) (work authorization card), front and back

____ If applicable: Copy of the I-797 notice showing your change of status to F-1 (for past change of status only)

____ If applicable: Beginning OPT before Graduation as a Master’s or PhD student form (for early OPT only)

____ If applicable: A paper copy of your official W&M transcript showing your degree (for STEM extensions only)

____ If applicable: Form I-983, completed by you and signed by your employer (for STEM extensions only)
Beginning OPT before Graduation as a Master’s or PhD student

Student Name ___________________________________________ Student ID #: 930________

School of Education, VIMS, and Graduate Arts & Sciences Students Only

If you are a masters/PhD student in the School of Education, VIMS or Graduate Arts & Science, please request your academic advisor to complete this section only if you:

- plan to begin your OPT before your expected graduation date
- have completed all required coursework

This form does not apply to Business or Law students.

________________________________________
(Name of student) has completed all course work for a (select one) MA/MPP/MS/M.Ed/Ed.D/Ph.D

in _________________ on ________________ and is now in the thesis research or writing phase of
his/her program.

________________________________________
Academic advisor signature

________________________________________
Academic Advisor Name

________________________________________
Date
Sample Check

If you have a US checking account, you can typically request “starter checks” from your bank, if you do not have any.

![Sample Check Image]

Money Order

If you wish to use a money order instead of a check, you can purchase a money order at the US Postal Office (425 N. Boundary St.) or at a local bank. There is usually a small fee to purchase the money order. For instructions on how to fill out a money order, please go to [http://www.wikihow.com/Fill-Out-a-Money-Order](http://www.wikihow.com/Fill-Out-a-Money-Order)
Photo Guidelines

- Sized **2 inches** by **2 inches**

- Photo should have **full head** from top of hair to bottom of chin; height of head should measure 1 inch to 1\(\frac{3}{8}\) inches (25 mm to 35 mm).

- **Head centered** within frame (see example below).

- **Eye height** should be between 1-1/8 inches to 1\(\frac{3}{8}\) inches (28 mm and 35 mm) from bottom of photo.

- **Plain white** or off-white **background**.

- **No distracting shadows** on the face or background

- **Full face, front view, eyes open**.

- **Natural expression, without teeth showing**.

![Photo Composition Diagram]

More Tips:
- Check photos to make sure they follow the guidelines. Sometimes the background comes out too dark.
- Plain dark clothes usually produce better photos.
- If you are wearing glasses, it is best to take them off for the photos.
- Make sure that your ears are visible.
- Your head must be bare, unless you are wearing religious headwear.
- More tips: [http://travel.state.gov/content/passports/english/passports/photos/photo-composition-template.html](http://travel.state.gov/content/passports/english/passports/photos/photo-composition-template.html)

Where can I get photos taken?
- **AAA Williamsburg** - 6517 Richmond Rd., 757-965-2229
  Free for AAA members. Typically produces high quality photos that typically the guidelines.
- **Local pharmacies, such as CVS or Walgreens; Walmart; the Post Office, and other locations.**
Instructions for Completing the Employment Authorization Application Form (I-765) for OPT

We strongly recommend that you type your answers for the PDF version of the I-765 form, then print and sign it.

I am applying for: a) For post-graduate OPT application, check “Permission to accept employment.” b) For OPT STEM Extension, check “Renewal of my permission to accept employment.”

1. Name: As it appears in your passport.

3. Address: Your mailing address (if you can receive mail there for the next approximately 3 months), or our address (the post office cannot forward immigration mail).

   U.S Mailing Address: Reves Ctr. W&M PO BOX 8795
   Town or City: Williamsburg  State: VA  ZIP Code: 23187-8795

9. Social Security Number: If you don’t have a Social Security Number, leave this blank.

10. Alien Registration Number (A-Number) or I-94 number (if any): Your I-94 number is the 11 digit number printed on your I-94 card or online record (available at https://i94.cbp.dhs.gov).

11. Have you ever before applied for employment authorization from USCIS? Answer YES only if you have applied directly to USCIS for employment authorization before. This does not refer to on-campus employment or Curricular Practical Training (CPT). If you did apply to USCIS for employment authorization before, complete the follow-up questions.

   Which USCIS Office? Enter the name of one of the USCIS Service Centers that processed your previous work authorization. If you don’t remember which service center processed your request, check your receipt number for the first three letters to determine the service center:

   WAC = California Service Center  SRC = Texas Service Center
   LIN = Nebraska Service Center  EAC = Vermont Service Center
   YSC = Potomac Service Center

   Dates: Enter the dates (e.g., 5/26/2015-5/26/2016) for your previous work authorizations (OPT, or other work authorizations where you received a card). Due to the space limitation on the form, you might need to write in the dates.

12. Date of last entry: This is the date on which you last entered the U.S. Most likely it is the date stamped on your passport, or listed in your I-94 record.

13. Place of Last Entry into the U.S.: This is the airport or land border at which you entered the U.S. and where the immigration officer stamped your passport.

14. Status of Last Entry: If you entered the U.S. in another status (e.g., F-2), then applied to change your status to F-1, enter the previous status here. Otherwise, enter F-1.

15. Current Immigration Status: F-1 Student

16. “Who May File Form I-765?”: For post-graduate OPT, enter (c) (3) (B). For OPT STEM Extension, enter (c) (3) (C).

17. If you entered the Eligibility Category, (c) (3) (C), in item 16 above: Complete no. 17 only if you are applying for OPT STEM Extension. If you are, enter the “CIP” code (a six digit number) and SEVIS degree name as it appears on your I-20. This information is found under your major listed on the first page of your I-20. (Example: Physics, 40.0801).

Employer’s Name as listed in E-Verify & E-Verify Company Number: Your employer should be able to provide you with this information.

Applicant’s Signature: Sign and date the form in blue ink. Keep your signature in the blank space only, not crossing over any lines.
START HERE - Type or print in black ink.

I am applying for:

☒ Permission to accept employment.
☐ Replacement (of lost employment authorization document).
☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   Family Name   First Name   Middle Name

2. Other Names Used (include Maiden Name)
   Family Name   First Name   Middle Name

3. U.S. Mailing Address
   Street Number and Name   Apt. Number
   Reves Ctr. W&M PO Box 8795
   Town or City   State   ZIP Code
   Williamsburg   VA   23187

4. Country of Citizenship or Nationality

5. Place of Birth
   Town or City   State/Province   Country

6. Date of Birth (mm/dd/yyyy)

7. Gender   ☐ Male   ☐ Female

8. Marital Status
   ☐ Single   ☐ Married   ☐ Divorced   ☐ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
   ☐ Yes (Complete the following questions.)
      Which USCIS Office?   Dates
      Results (Granted or Denied - attach all documentation)

   ☐ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)
   ☐ F-1 Student

15. Current Immigration Status (Visitor, Student, etc.)
   F-1 Student

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.  
   (c) (3) (B)
17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree
Employer's Name as listed in E-Verify
Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime?  
   □ Yes  □ No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5, Item H, or Item I, in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address
What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
</tbody>
</table>
For US Postal Service deliveries:
USCIS Dallas Lockbox
PO Box 660867
Dallas, TX 75266

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

Applicant: _____________________________________________ N ____________________

Last Name, First Name SEVIS ID Number

Note: The OPT application must reach USCIS no later than 30 days after the OPT I-20 is printed.

For the I-765 application for Optional Practical Training for the above listed applicant, the following documents have been enclosed:

___ Check or money order in the amount of $410, made payable to Dept. of Homeland Security

___ Two 2”x2” color photos, with a full face, front view

___ Form G-1145 E-Notification of Application Acceptance

___ Form I-765

___ A copy of the I-20 issued recommending OPT

___ A copy of the applicant’s I-94 record

___ A copy of all previous I-20s issued to the student

___ A copy of the bio page of the applicant’s passport

___ If applicable: A copy of any previous EADs

___ If applicable: A copy of the change of status approval notice

___ If applicable: A copy of the transcript for the degree (for STEM extensions only)

The PDSO for the College of William & Mary is Stephen Sechrist. E-mail sjsech@wm.edu; Tel. (757) 221-3437. Thank you.
# USCIS Mailing Instructions

If your address on your I-765 OPT form is **not** in Virginia, see below for where to mail your application.

Examples include if you have moved and are applying for a STEM extension, or if you will be having your OPT card sent to an address in another state.

<table>
<thead>
<tr>
<th>If your address is in....</th>
<th>For US Postal Service Deliveries</th>
<th>For Express Mail and Courier Deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, <strong>Virginia</strong>, U.S. Virgin Islands, or West Virginia</td>
<td>USCIS Dallas Lockbox PO Box 660867 Dallas, TX 75266</td>
<td>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</td>
</tr>
</tbody>
</table>