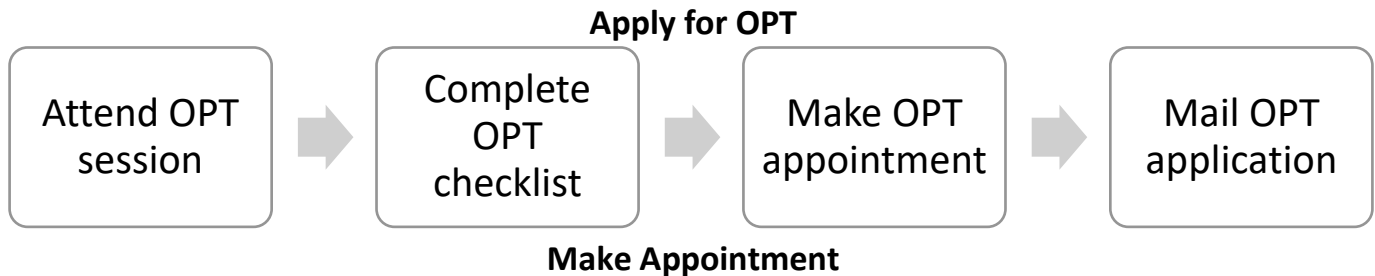


Optional Practical Training

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. Processing is estimated at **2 – 4 months**, though this depends on USCIS (Immigration).



- [Schedule an appointment](#) with Emily Bailey or Zabrina Williams. Appointments take ~30 minutes. Prior to your appointment, upload all checklist items in iStart.
- Appointments are held by phone or zoom.

OPT Checklist

All Applications:

- ___ Submit [Reves OPT Application e-form](#) in iStart **before** your appointment. Upload OPT checklist items for review.
- ___ Application for Employment Authorization ([Form I-765](#)), typed. **Confirm form edition during your appointment and before mailing ; may change due to a court case.**
- ___ e-Notification of Application/Petition Acceptance ([Form G-1145](#)), typed.
- ___ Check or money order for \$410, made payable to US Department of Homeland Security, or Authorization for Credit Card Transactions Form ([Form G-1450](#)), typed. **Confirm amount during your appointment and before mailing; may change due to a court case.**
- ___ 2 color passport style photos, sized 2 inches by 2 inches
- ___ Printed [I-94 record](#) (“Get Most Recent I-94”). If you last traveled to the US before April 2013 or by land, this card is in your passport, and you should copy **front** and **back**, even if blank.
- ___ Photocopy of passport identity page(s) showing your biographical info and expiration, valid 6 months in future

Some Applications:

- ___ Previous EADs (work authorization card), copied front and back
- ___ If you changed Status to F-1 within the US: Copy of the I-797 notice showing your change of status to F-1

STEM Extension Applications:

- ___ Paper copy of your official W&M transcript (or other school’s transcript, if applicable), listing your degree
- ___ Form I-983, completed by you and signed by your employer

Ways to Pay for your OPT

Check

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



Money Order

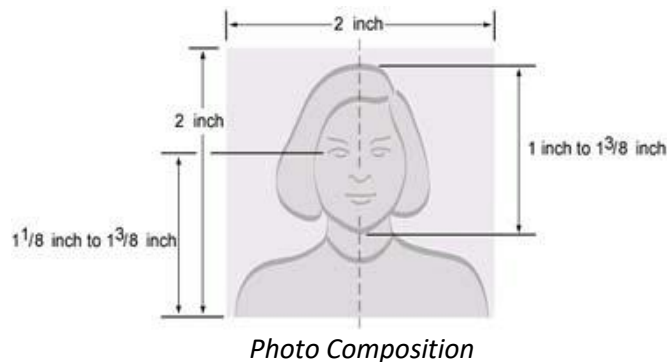
You can purchase a money order at the US Postal Office (425 N. Boundary St.), a local bank, many grocery stores or other stores such as Walmart. There is usually a small fee to purchase the money order. See [instructions](#) on how to fill out a money order.

Credit/Debit Card

If you wish to pay by credit or debit card, download the [Authorization for Credit Card Transactions](#) form (Form G-1450) from the USCIS website, and put it as your top form when mailing your packet to Immigration. Type and sign this form. International credit cards have been rejected in the past; we recommend paying with a US credit or debit card.

Photo Recommendations

- 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 1-3/8 inches (25 mm to 35 mm).
- **Head centered** within frame (see example below).
- **Eye height** should be between 1-1/8 inches to 1-3/8 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.**



Well- Composed Photos

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.
- Some additional tips are available from the [State Department](#).

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.*

Reves Center Recommendations for Form (I-765) for OPT

We recommend that you type your answers on the PDF version of the [I-765 form](#), save a copy, and then print and sign.

Part 1. Reason for Applying

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

Part 2. Information About You

1. **Your Full Legal Name:** As it appears in your passport.
2. **Other Names Used:** All other current or previous names, including nicknames.
5. **Your U.S. Mailing Address:** Your mailing address. The post office cannot forward immigration mail, so if you use your address and move, you must change addresses on the [USCIS website](#).

You may need to sign for your OPT card (EAD) when it’s delivered. If it’s possible someone else may sign for your EAD (such as a friend, family member, or roommate), you should complete a Standing Delivery Form ([Form 3801](#)) and bring it to your [local Post Office](#).

In Care Of Name: If you are mailing to a friend, their name.

6. **Is your current mailing address the same as your physical address?** If mailing to a friend, say “no” and list your current address for #7.
7. **U.S. Physical Address.** Necessary if you list a mailing address where you do not live.
8. **Alien Registration Number.** If you did OPT previously, this is typically listed on your OPT card as your USCIS #.
13. – 17. **Social Security Number:** Here you must answer questions about your Social Security card, or if you do not have one and would like one, information related to that. SSNs may arrive after your OPT card, and sometimes do not arrive at all. If you would not like one, answer 13-14, and skip 15-17.
21. **I-94 number (if any):** Your I-94 number is the 11 digit number printed on your I-94 card in your passport (if you last entered the US in 2013 or earlier, or if you entered through a land border) or [online record](#) (available at “Already Visiting and Need Proof”).
22. **Date of Your Last Arrival:** The date when you last entered the U.S, usually date stamped on your passport, or listed in your I-94 record.
23. **Place of Your Last Arrival:** Airport or land border where you entered the U.S. and the immigration officer stamped your passport.
24. **Immigration Status at Your Last Arrival:** 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 student.

25. **Your Current Immigration Status or Category:** F-1 Student

26. **SEVIS Number:** Listed on your I-20, in the upper right corner, beginning with “N”.

27. **Eligibility Category.** For post-graduate OPT, enter **(c) (3) (B)**. For OPT STEM Extension, enter **(c) (3) (C)**.

28. **(c) (3) (C) STEM OPT Eligibility Category:** Complete this **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.

29. - 32. Leave blank. These questions apply to other work authorization types, not OPT.

Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

1. Check 1a if appropriate
3. – 4. Your Phone Number(s)
5. Your Email
7. Sign and Date.

Part 4. Interpreter’s Contact Information, Certification, and Signature

Leave blank, unless you used an interpreter.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Leave blank, unless someone else prepared this form.

Part 6. Additional Information

Enter information about any previous CPT or OPT you have done, or any previous SEVIS records you have had, such as if you attended another university.

- Complete your name (1a -1c)
- For CPT:
 - Suggested format:
 - Items a – c: Page 3, Part 2, Item 27.
 - Item d: CPT Authorizations. (as a title to the section).
 - Employer Name; Part time or Full time; SEVIS ID; Start date – End date; Degree level (Bachelors, Masters, or PhD). You can find your CPT details on page 2 of your CPT I-20.
- For OPT:
 - Suggested format:
 - Items a – c: Page 3, Part 2, Item 27.
 - Item d: OPT Authorizations. (as a title to the section).
 - Part time or Full time; SEVIS ID; Start date – End date; Degree level (Bachelors, Masters, or PhD)
- Previous SEVIS IDs:
 - Suggested format:
 - Items a – c: Page 3, Part 2, Item 26.
 - Item d: Previous SEVIS IDs (as a title to the section). SEVIS ID: N00...
 - Program start date – end date (from your I-20); Degree level (Bachelors, Masters, PhD).



WILLIAM & MARY

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REVES CENTER FOR INTERNATIONAL STUDIES

All Postal Service deliveries (USPS, Post Office): USCIS PO Box 805373 Chicago, IL 60680	Express mail and courier deliveries (UPS, FedEx, DHL, etc): USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517
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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:

- _____ Payment (Check or money order in the amount of \$410, made payable to Dept. of Homeland Security or Form G-1450, Authorization for Credit Card Transactions Form)
- _____ Two 2"x2" color photos, with a full face, front view
- _____ Form G-1145, E-Notification of Application/Petition Acceptance
- _____ Form I-765, Application for Employment Authorization
- _____ Copy of the I-20 issued recommending OPT
- _____ Copy of the applicant's I-94 record
- _____ Copy of the bio page of the applicant's passport
- _____ If applicable: Copy of any CPT I-20s, or I-20s with previous SEVIS IDs
- _____ If applicable: A copy of any previous EADs
- _____ If applicable: A copy of the change of status to F-1 approval notice
- _____ If applicable: A copy of the transcript for the degree (STEM extensions only)