

**OPTIONAL PRACTICAL TRAINING**  
**Application Directions**

1. Check for OPT eligibility with the International Student Services (ISS) office.
2. Check with your academic advisor about the progression towards completing your program or formal course work. If applying for post-completion OPT, **obtain a letter from your academic advisor indicating your current academic status and the expected date of completion of studies** (this does not mean the graduation ceremony date).
3. Complete and/or collect each item on the checklist and bring to the ISS office along with the letter from your academic advisor for checking. With the letter the DSO can issue and endorse your I-20. The DSO will then check that your application is complete and accurate.
4. Put your application together in order of the checklist. Double check for each item. It is highly suggested to make copies of your complete application for your own records.
5. Paperclip your application together (in the checklist order) and send in an envelope regular mail to:

**U.S. Department of Justice**  
**Immigration & Naturalization Services**  
**Nebraska Service Center**  
**P.O. Box 87765**  
**Lincoln, Nebraska 68501-7765**

6. Wait for an USCIS receipt notice in the mail. This is important in order to be able to check on the application progress.
7. Wait for USCIS approval in the form of a work authorization card (EAD) that will come in the mail. Do not plan to leave the U.S. unless you have this in hand! You must receive this authorization before you can legally start working during the given dates on the card.

**CHECKLIST**

(Complete and collect each item before bringing to the ISS office.  
Check that the application is complete before sending to the USCIS).

1. \_\_\_\_ two photos (see instructions) with your name on the back (place photos inside an envelope and staple the envelope, **not the photos**, to your application.
2. \_\_\_\_ \$340 check/money order payable to USCIS
3. \_\_\_\_ I-765
4. \_\_\_\_ New I-20
5. \_\_\_\_ copy of passport ID page (be sure picture is distinguishable and bright), other photo ID's may be supplemented (i.e. driver's license, school ID)
6. \_\_\_\_ front/back copy of I-94 card
7. \_\_\_\_ front/back copy of you last work authorization card, if applicable

**REMEMBER:**

- Post-completion OPT is recommended and the best earliest time to apply is about three months before finishing all requirements.
- Failing to apply before the last day of classes OR leaving the U.S. (even to Canada) before you apply terminates your F-1 status thus nullifying the OPT opportunity.
- If your OPT is pending and you leave the country you may reenter to search for employment.
- If your OPT has been approved and you depart before you get a job, your OPT ends and you cannot reenter.
- Applying late may cause you to lose time from the twelve months of work authorization.

**OPTIONAL PRACTICAL TRAINING (OPT) REQUEST**

Name \_\_\_\_\_ ID \_\_\_\_\_

I am completing all the requirements for my (MA, BA, BS, etc) \_\_\_\_\_

degree in(major) \_\_\_\_\_ on (date) \_\_\_\_\_

I would like to start OPT on \_\_\_\_\_ to \_\_\_\_\_

I will be searching for employment my field of studies.

This statement is to acknowledge that I am aware of my responsibility while I am doing my Optional Practical Training to inform the Designated School Officer (DSO) on the AU campus about any changes in my address within ten days. **As of February 2008 I am also required to inform the name and address of my employer, any change of employment and date of termination of employment within 10 days.** *(Please email that information to [iss@andrews.edu](mailto:iss@andrews.edu). It will be printed and placed in your file).* I also understand that failure to do so would adversely affect my nonimmigrant status according to USCIS regulations.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DSO Signature

\_\_\_\_\_  
Date