THE STUDENT IS RESPONSIBLE FOR CAREFULLY READING ALL INSTRUCTIONS ON THE OFFICIAL I-765 FORM. THE ENSIGN COLLEGE INTERNATIONAL STUDENT OFFICE IS NOT LIABLE FOR ANY DENIALS OF THE APPLICATION

OPTIMAL PRACTICAL TRAINING (OPT) REQUEST FORM
REMOVE THIS FORM FROM THE REST OF THE PACKET

International students can participate in employment relating to their field of study after graduation. Students may begin applying for OPT as early as 90 days before the program's end date (the last day of the final semester). Because it could take 90 days or longer for USCIS to approve OPT, it is recommended that the student apply early rather than later. You cannot apply for OPT earlier than 90 days before your program end date. Your application will be denied with no refund. You cannot apply later than 60 days after your program end date.

Student name: ____________________________________________________________ Student ID #: __________________

Major: ___________________________ Phone: ___________________ Graduation date: __________________

(month-year)

I am requesting OPT from _____________ to _______________
Put month, day, and year. It cannot be longer than 12 months.
The start date must be on or after the first day after the last day of your final semester.

I understand the following information:

- I can participate in OPT for 12 months after graduation, depending on the dates listed on the EAD card
- I must receive my EAD card before I begin working and can only work during the dates on the card
- I must maintain a valid passport
- I will provide all the necessary information regarding my employer to Ensign College and SEVP through my Student Portal.
- I will inform the International Student Office of any changes in address or phone number.
- I will keep documentation of seeking employment.

Student Signature ____________________________ Date ________________

Please be advised it may take up to 2-3 business days to get your form signed by the Advising Center.

Academic Advisor
With the successful completion of the current semester, the student will complete their degree program.

______ Yes ________ No

____________________________  __________________________
Signature from Academic Adviser on the 9th floor  Date

Designated School Official in the International Student Office
OPT I-20 has been prepared, and the student sent an email to pick it up.

____________________________  __________________________
Designated School Official Signature  Date
General OPT Information:
Optional Practical Training (OPT) is an opportunity for F-1 international students to gain practical experience in a job directly related to their program of study after completing an Associate Degree. OPT can be authorized for 12 months. STEM Extensions may be available. (There are no extensions allowed for those completing an Associate Degree.)

You may begin applying for OPT at the beginning of your final semester, but you may not be recommended for OPT by the International Student Office until 90 days before the last day of your final semester. You cannot apply after 60 days after the last day of your final semester. We recommend you apply early in your final semester because the application could take 90 days or longer to be processed.

Steps to apply for OPT

1. Complete the OPT Request Form (page 1 of this packet) with all information and proper signatures. Your academic advisor from the 9th floor must sign the form to verify your date of graduation.
2. Turn in the completed OPT Request Form at the International Student Office.
3. Once the International Student Office has received the form and processed the request, we will email you to pick up your new I-20 with OPT Requested
4. YOU CAN APPLY ONLINE AT https://www.uscis.gov/i-765
5. Please collect all of the following:
   - Two identical 2 inch X 2-inch passport style photos taken within 30 days of filing the I-765 form. Photos must be on a white background. If mailing your application, lightly print your name and I-94 number on the back of both photos in pencil.
   - Photocopies of any previous employment authorization documents. This includes EAD cards and I-20s with CPT authorization on the back.
   - Copy of the bio page of your current and valid passport (The page that includes the photo.)
   - Copy of your F1 visa or a copy of the I-797 form stating your status was changed to F1 after arriving in the US.
   - Copy of your most recent I-94. Visit the following website: https://I94.cbp.dhs.gov/I94/#/home
   - Copy of your Social Security Card if you have one

All these documents must be in pdf format and must be saved as separate files to upload with your application.

There is a $410 fee you will have to pay at the time to submit your application online. (Fee is subject to change without notice, so please check for the latest Fee amount for the I-765 application.)

You MUST receive a new I-20 with OPT Requested from the International Student Office before submitting your application online as part of your application. You will be emailed when your OPT I-20 has been processed. Your OPT Request Form (the first page of this packet) has to be received and approved by the International Student Office for the OPT I-20 to be processed.

You must submit your I-765 application within 30 days of the date the I-20 was created.
Post-Completion OPT
This handout is a reference to applying for Optional Practical Training or OPT. Please review your application closely, as it is your responsibility to ensure its accuracy. OPT could take 90 days or longer to be processed.

Things you should know about the OPT application.
- The US mailing address you put on the application must be valid for at least three months after submitting the application.
- You cannot submit the I-765 application more than 90 days before the last day of your final semester.
- You must submit the application online within 30 days of the date the International Student Office issued the I-20 for your OPT, or your application will be rejected.
- The application cannot be submitted later than 60 days after your last date of attendance.
- **We suggest** that you not travel out of the US while waiting for your Employment Authorization Document to arrive. If you leave and your OPT is not approved, you will not be able to re-enter the US without the card in your possession. If your visa has expired, do not travel.
- If you travel while on OPT, you must have a travel endorsement on the back of your I-20. You should carry your Employment Authorization Document and the I-20 stating OPT has been approved. We also recommend that you have a letter from your employer stating you will be returning to the US to work.

Code for Post Completion OPT you are applying for (C) (03) (B)

Put your mailing address. This address is where your work authorization card will be sent. If you are unsure as to where you will be living in 3 months, you can use the International Student Office address:

C/O International Student Office  
95 N 300 W Second Floor  
Salt Lake City, UT 84101

If you choose to mail your application to USCIS instead of file online, you can mail your application to the following address:

**U.S. Postal Service (USPS)**  
Attn: I-765 C03  
P.O. Box 805373  
Chicago, IL 60680-5374

**FedEx, UPS, and DHL Deliveries**  
USCIS  
Attn: I-765 C03 (Box 805373)  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517

Go to [https://www.uscis.gov/i-765-addresses](https://www.uscis.gov/i-765-addresses) for the most current mailing address.