

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

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

International students have the opportunity to 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 end date (last day of final semester). As it can take up to 90 days for USCIS to approve OPT, it is recommended that the student apply early rather than later. You cannot apply earlier than 90 days before the program end date. Your application will be denied with no refund. You cannot apply later than 50 days after your program end date.

Student name: _____ Student ID #: _____

Major: _____ Phone: _____ Graduation date: _____
(month-year)

I am requesting OPT from _____ to _____

Put day, month and year. Cannot be longer than 12 months.

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 the all necessary information regarding my employer to the International Student Office at Ensign College and to SEVP through my Student Portal. If I do NOT supply my employer information, my OPT can be terminated
- I will inform the ISO of any changes in address or phone number
- I will keep documentation of activity 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 his/her 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 an email sent to the student to pick it up.

Designated School Official Signature

Date

STUDENT IS RESPONSIBLE FOR CAREFULLY READING ALL INSTRUCTION ON THE OFFICIAL I-765 FORM.

**THE ENSIGN INTERNATIONAL STUDENT OFFICE
IS NOT LIABLE FOR ANY DENIALS OF THE APPLICATION**

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. (There are no extensions allowed for Associate Degree students.)

You may begin applying for OPT the semester you graduate, but you may not be recommended for OPT by the International Student Office until 90 days before the last day of your final semester. Do NOT apply after 50 days after the last day of your final semester. We recommend you apply early because the application takes 90 days to be processed.

Steps for applying for OPT

1. Complete the **OPT Request Form** with all information and proper signatures. An 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. Please collect all of the following:
 - Form G-1145 (optional) Retrieve from: <https://www.uscis.gov/g-1145>
 - Form I-765 "Application for Employment Authorization" Retrieve from <https://www.uscis.gov/i-765>
Guidelines to complete this form are attached to this packet.
 - A check or money order (NO CASH) for \$410 payable to U.S. Department of Homeland Security (Check <https://www.uscis.gov/i-765> under "Filing Fee" to make certain the filing fee is current. No biometrics fee is required.)
 - Two identical 2 inch X 2 inch passport style photos taken within 30 days of filing for form. Photos must be on a white background. 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 as well as 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

As part of your application, you MUST receive a new I-20 with OPT Requested from the International Student Office before mailing your application. You will be emailed when your OPT I-20 has been processed. Your OPT Request Form has to be received and approved by the International Student Office for the OPT I-20 to be processed.

**DO NOT MAIL THE APPLICATION WITHOUT ALL THESE OR IT
WILL BE REJECTED WITH NO REFUND**

**STUDENT IS RESPONSIBLE FOR CAREFULLY READING ALL INSTRUCTION ON THE
OFFICIAL I-765 FORM.**

**THE LDSBC INTERNATIONAL STUDENT OFFICE IS NOT
LIABLE FOR ANY DENIALS OF THE APPLICATION**

**Your application must ARRIVE at the service center within 30 days
of the date on the I-20 created for OPT Requested.**

Your application cannot arrive later than 50 days after your last date of attendance.

Post-Completion OPT

This handout is a reference on how to apply for Optional Practical Training or OPT. Please review your application closely as it is your responsibility to ensure its accuracy. OPT take 90 days to process.

Documents must be placed in the following order:

- Form G-1145 (optional) Retrieve from: <https://www.uscis.gov/g-1145>
- Form I-765 “Application for Employment Authorization” Retrieve from <https://www.uscis.gov/i-765>
Guidelines to complete this form are attached to this packet
- A check or money order (NO CASH) for \$410 payable to U.S. Department of Homeland Security (**Check <https://www.uscis.gov/i-765> under “Filing Fee’ to make certain the filing fee is current.**) (No biometrics fee is required.)
- Two identical 2 inch X 2 inch passport style photos taken within 30 days of filing the form. Must be on a white background. Lightly print your name and I-94 number on the back of both photos in pencil.)
- ***Current I-20 issued for OPT by the International Student Office**
- Photocopies of any previous employment authorization documents. This includes EAD cards as well as I-20s with CPT authorization on the back
- Copy of the bio page of your current 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

*Item received from the International Student Office

Things you should know about the OPT application

- The US mailing address you put on the application must be valid for at least 3 months
- The application must **ARRIVE** at the service center within **30 days** of the date the I-20 was issued by the International Student Office for your OPT or your application will be rejected
- Keep a copy of the application and all other documents for your records.
- It is **not recommended** that you travel out of the US while waiting for your Employment Authorization Document to arrive. If you leave and your OPT is approved, you will not be able to re-enter the US without the card in your possession. If your visa is 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.

If the mailing address you use on the I-765 is in this state	Mail your application to the following address:	
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands	US POSTAL SERVICE USCIS PO BOX 21281 Phoenix, AZ 85036	FEDEX OR OTHER SERVICE USCIS Attn: AOS 1820 E. Sky Harbor Circle S Suite 100 Phoenix, AZ 85034
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, Virginia, U.S. Virgin Islands, or West Virginia	USCIS PO BOX 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

How to fill out Form I-765

Type or print in black ink

Item 5: Put your mailing address including any C/O (in care of) information. 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
Salt Lake City, UT 84101

If you answered “NO” to Item 14, skip 15-17.

Item 15: Must check Yes if you answered Yes on Item 14

Item 16-17 Must be completed if you answered yes on item 15

Item 21a : Use the I-94 number. You may use information from your passport to retrieve your I-94 from <https://i94.cbp.dhs.gov/I94/#/home#section> (Click on “Get most recent I-94.”)

Item 22: Use arrival date on your I-94.

Item 23: Look at I-94

Item 24: This should most likely be F-1. Look at the entry stamp from your Visa. It will tell you your status at last entry.

Item 25: F1 Student

Item 26: SEVIS number is on I-20

Item 27: (c) (3) (B)

Item 28-31: Skip

Applicant’s Signature: Do not let your signature touch the lines. It will be scanned and printed on your work authorization card and cannot be scanned if it touches the lines.

Date of Signature: Include the date

Telephone Number: Include current phone numbers as they apply

Be certain to write NA in any space you may leave blank in the entire application

STUDENT IS ONLY ALLOWED 90 DAYS OF UNEMPLOYMENT. YOUR OPT WILL BE TERMINATED IF YOU HAVE MORE THAN 90 DAYS OF UNEMPLOYMENT. SHOULD YOU FAIL TO REPORT YOUR EMPLOYMENT TO THE ENSIGN COLLEGE INTERNATIONAL STUDENT OFFICE AND TO SEVP THROUGH YOUR STUDENT PORTAL, SEVIS WILL CONSIDER YOU UNEMPLOYMENT AND TERMINATED YOUR OPT.