



# Optional Practical Training Application Guide

## Eligibility

To be eligible to apply for either Pre-Completion or Post-Completion OPT, you must have completed at least two consecutive semesters in full-time status, and you must have a GPA of at least 2.0. To apply for Pre-Completion OPT, you must be a continuing student and enrolled full-time. To apply for Post-Completion OPT, you must have earned, or be in the process of earning an Associate degree.

## When to Apply

Applications for Pre-Completion OPT should be submitted 90 days before your intended employment start date. Applications for Post-Completion OPT must be received by USCIS no earlier than 90 days before you complete your studies, and no later than 60 days after your date of program completion.

## How to Apply

Follow the instructions below to prepare your application for OPT. There are four steps.

Step

**1**

### Request OPT

Complete Section One of the **OPT Request Form**. Then take the form to the International Education Counseling Center. An International Academic Counselor must complete and sign Section Two.

Step

**2**

### Prepare Your Application Packet

You will assemble a packet of application materials that will be sent to USCIS. Use this checklist to collect your materials and prepare your packet:

- Completed Form I-765**  
Use *black ink only* and be sure that your signature does not touch or cross the lines.
- Personal check or money order for \$380**  
Make check or money order payable to: "Department of Homeland Security"
- Completed OPT Health Insurance Enrollment Form**  
Make sure you fill out the form completely.
- Credit card information for health insurance enrollment fee (see enrollment form)**  
Or you may write a check or money order payable to: "Ascension Benefits & Insurance Solutions"
- Two ID Photos**  
The photos must be U.S. passport-style. See the attached list of photo requirements.
- Travel & Immigration Documents**  
Collect your passport, I-94 number, all previously issued I-20 forms, and any EAD cards you have. You can find your I-94 number on this website: [www.cbp.gov/i94](http://www.cbp.gov/i94)
- Completed Form G-1145 (Optional)**  
If desired, submit this form to receive email/text notifications regarding your application.

Step

**3**

### Make Your OPT Appointment

Make an OPT application appointment at the IEC. Bring the OPT Request Form and all of the checklist items with you. Your application packet will be reviewed and your appointment will be confirmed. During your appointment you will receive an OPT I-20 and your application packet will be prepared and reviewed.

Step

**4**

### Mail Your Application Packet

Take your application packet to a U.S. Post Office. Send your application via **Certified Mail with Return Receipt** to:

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036