



# OPT APPLICATION PROCESS

- **Step 1: Request OPT I-20**

Submit the [OPT Academic Advisor's recommendation form](#) to the ISSS Office. Your OPT I-20 will be ready for pick up 7-10 business days after submitting the OPT Request Form.

- **Step 2: Prepare and mail your OPT Application**

While waiting to receive your new OPT I-20 from the ISSS Office, collect the items listed on the next page. These items are needed to apply for OPT.

Please remember, your OPT application must be mailed from the United States.

- **Step 3: Receive the Employment Authorization Document (EAD)**

It can take the United States Citizenship and Immigration Services (USCIS) up to 90 days to process your OPT application. Employment cannot begin until you have received your EAD card.

- **Step 4: Report OPT Employment**

As a student on OPT, you are required by US immigration regulations to report your employment information to the ISSS office.



# OPT APPLICATION PROCESS: STEP 2

## Prepare the following items to send to USCIS:

- [Form G-1145](#)
- [Form-I 765](#)
- Photocopy of paper I-94 card (both sides) or electronic I-94 record (<https://i94.cbp.dhs.gov/I94/>)
- Photocopy of F-1 visa stamp
- Photocopy of identity page(s) in passport
- Photocopy of OPT I-20
- Photocopies of all previous I-20's
- 2 passport photos taken within the last 30 days (write name and I-94 number in pencil on back of both photos)
- Check/money order for \$410 (*Make payable to: U.S. Department of Homeland Security*)  
**OR** [Form G-1450](#) with credit card information
- Copy of any previous EAD card (if applicable)

**PLEASE NOTE:** Your OPT application must be received by USCIS no later than 30 days after your OPT I-20 has been issued. If it is received after 30 days, your application will be denied.



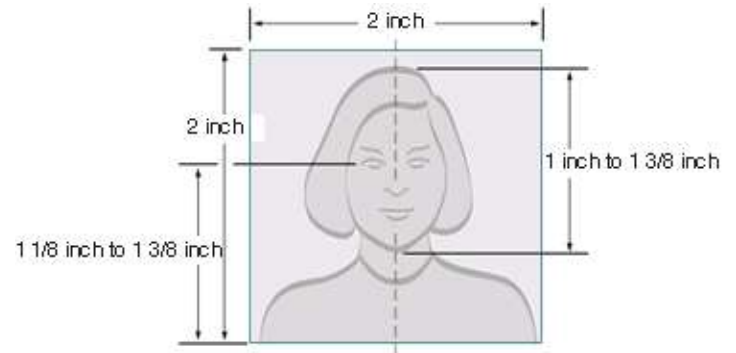
# COMPLETING THE I-765 FORM

- Type the I-765 form online then print.
- Sign your name in **blue ink**.
- Your last name should be in all CAPS.
- It is highly recommended that the ISSS address is used on the I-765 form (see sample I-765 form for address).
- Question 14: Number from your [online I-94 record](#).
- Question 20, the answer depends on the type of OPT authorization you are applying for:
  - Pre-Completion OPT (before you graduate): (c)(3)(A)
  - Post-Completion OPT (after you graduate): (c)(3)(B)
- **It is highly recommended that the I-765 form is printed single sided.**
- Click [here](#) for a sample of a completed I-765 form if you do not yet have a social security number.
- Click [here](#) for a sample of a completed I-765 form if you already have a social security number.



# PASSPORT PHOTO INFORMATION

- The photo requirements for OPT applications must meet the same requirements for U.S. Passport Photos
- More information regarding these requirements can be found at the [US Department of State](https://www.state.gov) website
- Passport photos must be 2" x 2" in size
- Photos must be taken within the last 30 days
- Write your name and I-94 number in pencil on back of photos
- Passport photos can be taken at the following local locations:
  - [CVS Pharmacy](#)
  - Walmart: 2405 Vestal Parkway East
  - AAA Travel Agency: Campus Plaza, Vestal





# CHECK/MONEY ORDER OR CREDIT CARD PAYMENT

- Include a check/money order for \$410 **OR** [Form G-1450](#) with credit card information (sample form on next page).
- The check or money order should be made payable to: “U.S. Department of Homeland Security”.
- Money orders can be purchased at any local bank or post office.
- Include your I-94 number in the memo section of the check.

A sample money order form with the following handwritten details:

- Payee: US Department of Homeland Security
- Amount: \$ 410.00 (written as "Four hundred ten and 00/100")
- Date: 01/31/2017
- Memo: I-94 Number
- Signature: [Handwritten Signature]
- Postage/Service Charge: 1025

The form includes a MICR line at the bottom: ⑆0000000000⑆ ⑆0000000000⑆ 1025



# FORM G-1450



## Authorization for Credit Card Transactions

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form G-1450  
OMB No. 1615-0131  
Expires 01/31/2021

### How To Fill Out Form G-1450

1. Type or print legibly in black ink.
2. Complete the "Applicant's/Petitioner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization.
3. Place your Form G-1450 ON TOP of your application, petition, or request package.

**NOTE:** Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.

**NOTE:** Form G-1450 may only be used with a form being submitted to a USCIS Lockbox. Do not submit this form to a USCIS Field Office. They will not accept it.

We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.

Applicant's/Petitioner's/Requester's Information (Full Legal Name)			
Given Name (First Name) Jenny	Middle Name (if any)	Family Name (Last Name) Smith	
Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)			
Given Name (First Name) Jenny	Middle Name (if any)	Family Name (Last Name) Smith	
Credit Card Holder's Billing Address:			
Street Number and Name 123 Main Street		Apt. Ste. Flr. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number
City or Town Binghamton		State NY	ZIP Code 13902
Credit Card Holder's Signature and Contact Information:			
Credit Card Holder's Signature <i>Jenny Smith</i>			
Credit Card Holder's Daytime Telephone Number 6077772510		Credit Card Holder's Email Address jsmith@Binghamton.edu	
Credit Card Information			
Credit Card Number 1234 5678 9123 4567	Credit Card Type:	Authorized Payment Amount	
Credit Card Expiration Date (mm/yyyy) 01/2020	<input checked="" type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	\$ 410.00	

you must enter digits then tab over



# MAILING THE OPT APPLICATION

- The address where you will mail your OPT Application is determined by the US mailing address that you **listed on the I-765 form.**
- If the address **used on the I-765 form** is from 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, mail your application to one of the following addresses:

**US POSTAL SERVICE (Priority Mail):**

*USCIS*

*PO Box 660867*

*Dallas, Texas 75266*

**FEDEX, UPS OR DHL (Express Mail):**

*USCIS*

*Attn: AOS*

*2501 S. State Hwy 121 Business*

*Suite 400*

*Lewisville, Texas 75067*

- If the address **used on the I-765 form** is from 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 Commonwealth of Northern Mariana Islands, mail your application to one of the following addresses:

**US POSTAL SERVICE (Priority Mail):**

*USCIS*

*PO Box 21281*

*Phoenix, AZ 85036*

**FEDEX, UPS OR DHL (Express Mail):**

*USCIS*

*Attn: AOS*

*1820 E. Skyharbor Circle S*

*Suite 100*

*Phoenix, AZ 85034*





# OPT RECEIPT NOTICE

- Approximately 2-4 weeks after your OPT application is received by USCIS, you will receive an I-797 Notice of Action (Receipt Notice).
- Verify your name, date of birth and address on the I-797. If any of this information is not correct, call the USCIS National Customer Service Center number that is referenced on your Receipt Notice.

Department of Homeland Security U.S. Citizenship and Immigration Services		Form I-797C, Notice of Action
<b>THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.</b>		
NOTICE TYPE: Receipt	CASE TYPE: I-765, Application for Employment Authorization	NOTICE DATE: November 13, 2014
RECEIPT NUMBER: EAC1590055137	RECEIVED DATE: November 10, 2014	PAGE: 1 of 1
NAME AND MAILING ADDRESS: HEMANTH RAO DODDIRINDI PO BOX 6000 BINGHAMTON, NY 13902 9 1706		DATE OF BIRTH: January 20, 1989
PAYMENT INFORMATION: Application/Petition Fee: \$310.00 Biometric Fee: \$0.00 Total Amount Received: \$310.00 Total Balance Due: \$0.00		
NAME AND MAILING ADDRESS:  The above case has been received by our office and is in process. Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes. Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates. If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: <a href="http://www.uscis.gov">www.uscis.gov</a> . If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.		
USCIS Office Address: USCIS Vermont Service Center 75 Lower Welden Street St. Albans, VT 05479-0001	USCIS Customer Service Number: (800)375-5283	

Form I-797C Lockbox (LB) 01/02/12 V





# EMPLOYMENT AUTHORIZATION DOCUMENT (EAD): STEP 3

- Approximately 90 days after your OPT application is received by USCIS, you will receive your EAD card.
- You cannot begin your employment until you have received your EAD card and before the start date listed on your EAD card.
- Review your EAD card to make sure your personal information is correct. If it is not, contact USCIS.
- Your EAD card can be presented to your employer as proof of your legal work authorization.
- Provide a copy of the front AND back of your EAD card to the ISSS Office.





## REPORTING OPT EMPLOYMENT & LIVING ADDRESS: STEP 4

### ➤ Reporting Requirements:

- You must report your employment information to the ISSS office while on OPT. If you do not report your employment to the ISSS office, your immigration record will be terminated 90 days after your start date.
- You will need to submit an [OPT Employment Update Form](#) under the following circumstances:
  - ❖ When your OPT employment begins
  - ❖ When your OPT employment ends
  - ❖ When you change your employer while on OPT
  - ❖ When you change your living address
  - ❖ When you are unemployed
- If you change your living address while on OPT, you must submit the [Address Change for Students on OPT](#) form to the ISSS office.
- When you have a change in your employment or living address, you must report the change to the ISSS Office within 10 days of the change.
- While on OPT, you cannot exceed more than 90 days of unemployment. Days of unemployment begin from the start date listed on your EAD card.
- After 90 days of unemployment, your immigration record will be terminated and you will need to exit the U.S.