

F-1 Optional Practical Training (OPT)

1. Review all information on how to apply for optional practical training – this packet or information on web at www.clarkson.edu/isso
 2. When you have gathered all items necessary for applying (see checklist below) **schedule** an appointment with me to request your training
Checklist (Preferred order)
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- Completed F-1 OPT Information Sheet (used for advising purposes only – not sent to USCIS)
 - Academic Advisor Recommendation For Optional Practical Training (used for advising purposes only – not sent to USCIS)
 - Completed form I-765 (Tips on back)
 - Copies of
 - o New I-20 with international advisor request for OPT on page 3 (**obtained during appointment with me**)
 - o In addition, **copies of all** previously issued I-20's
 - o Visa/Passport
 - o Front & back of I-94 (small white card next to your visa)
 - o Copy of previous EAD card, **if you have one** for any previously authorized OPT
 - Two** passport style photos (photo information can be found at www.clarkson.edu/isso). (Attach to top of I-765)
 - Check or money order** made payable to **Department of Homeland Security** for **\$380**
3. Once your application has been reviewed by me – you will mail all documents noted above by **certified mail (return receipt) – UPS – or FEDEX**. Any method is fine – as long as you obtain a tracking number to ensure the Service Center has received your application.
 - a. You must mail your application request
 - i. no more than 30 days after the request is made
 - ii. no more than 60 days after your 'program end date'

Mail to (update) – USCIS Dallas Lockbox (*Mail to USCIS Dallas Lockbox only if your return address is: 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 – see instructions if applying outside this area*)

For U.S. Postal Service (USPS)
Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266

For Express Mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

Tips for completing I-765

- Check box '**Permission to accept employment**' and complete lines 1 – 16.

- **#3 Return addresses** – It is strongly recommended that you use the address of the **International Students & Scholars Office**. I will receive your mail and notify you via email once your receipt notice – approval notice – EAD card have been received. It is very important that you list an address that you can receive mail for at least the next 4 months. Using a 'friends' address may not be permitted as some postal carriers will only leave mail for residents of the address only and the Post Office **will not** forward mail.
 - **Special note** – if your EAD card is lost – you will not be able to begin work and will have to apply again for optional practical training. **This is another \$340 application.**
 - **ISSO Address:** c/o Tess Casler, PO Box 5651, Potsdam, NY 13699-5651

- **#15 Eligibility Categories** – it is important that you understand the correct category to place here. For F-1 students there are 3 categories to choose from;
 - For OPT employment **prior** to your program end date – (c) (3) (A)
 - For OPT employment **after** your program end date – (c) (3) (B)
 - For 17-month STEM extension – (c) (3) (C) – (see web for more information on STEM application)

- **Certification** – sign and date I-765

Your Responsibilities While on OPT

- **Required Address/Employment Updates** – immigration regulations mandate that you must continue to update my office with any changes to your address and/or (un)employment during your time in F1/OPT status.
 - **Please send an email to tcasler@clarkson.edu** with any updates as follows:
 - Current US physical address (Reminder – you must notify my office within 10 days of your move)
 - Employer name - address and start date
 - Changes in employment (i.e. ending or changing jobs)
 - Changes in immigration status (i.e. change to H1B visa)
 - Departure from the United States and terminating F1/OPT status

- **Reminders:**
 - **Travel while on OPT** – you must travel with valid passport, current F1 visa, I-20 endorsed within last 6 months, EAD card (or approval notice) **AND job offer.**
 - **NEVER** enter the US in any of immigration status (i.e. B1/2) while on OPT – doing so will terminate your F1/OPT status