POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT)
COVER SHEET

Follow the steps below to prepare your Post-Completion OPT application packet and to file your request to USCIS in a timely manner.

Read the Cover Sheet in full before filing your request to USCIS.

Step 1- Review the items you receive from the International Student Advisor for accuracy and understanding:

- Cover Sheet
- **New I-20** with the OPT recommendation and new program end date

Step 2- File your complete OPT application to USCIS in a timely manner.

- Your application must be received by USCIS no later than **30 days** after the OPT recommendation was entered into your SEVIS record and within **60 days** after your new program end date. Your application will be DENIED otherwise.
- There are two options to file the OPT application to USCIS: mail filing or online filing. Choose **only one** of the filing options.
  - ***Disclaimer:*** Be advised that those filing online may be required to make a Biometrics appointment. Online filing is a very new process and the ISS advisor will have limited ability to assist you with the online application.

Step 3- Review important Post-Completion OPT and F-1 status reminders.

- If you do not complete your academic program as planned and as indicated in your OPT request form, contact an International Student Advisor for further guidance.
- Travel is **not recommended** while your application is in pending status. Review our website for further information regarding traveling while in OPT online at CSULB international student travel.
- You may begin employment once OPT is approved, and your Post-completion OPT start date is effective.
- You are only allowed to be unemployed for up to **90 days** during your post-completion OPT period.
- You must work at least **20 hours per week** in a job that fits the description of your field of study.
- You must report any changes to your contact information, and changes to your employment status within **10 business days** from any change by filling out the OPT Employment and Address Update Form or by using your SEVP Portal.
- Familiarize yourself with the CSULB OPT website to ensure that you understand all reporting requirements and continue to maintain your F-1 status while in OPT.
- If at any time you have questions or need assistance, you can meet with an International Student Advisor for guidance.

Keep in mind that you are solely responsible for understanding Post Completion OPT regulations including but not limited to application process, application deadlines, reporting requirements, unemployment limitations, etc.

Center for International Education

Office of International Students & Scholars

6300 E. State University Dr., Suite 185-B, Long Beach, CA 90815 | 562.985.5555 | cie-student@csulb.edu | cpie.csulb.edu/iss

A. Assemble your application packet.

- Form G-1145 E-Notification of Application.
- Current edition of Form I-765 signed with a written signature in black ink.
- A money order, personal check or cashier's check for $410, made payable to: U.S. Department of Homeland Security .
- Two identical U.S. passport style photos no more than 30 days old.
- Copies of all issued I-20's including your **new OPT I-20** (all copies require **written** signatures from the student)
- Copy of passport photo ID page with expiration date showing (valid for at least another 6 months)
- Copy of your most recent I-94 record. The I-94 can be a copy of the front and back of the paper card, change of status I-797 Form or Electronic I-94 Record).
- Copy of your F-1 Visa (Expired Visas are acceptable).
- Copy of any previously issued EAD's front and back.

USCIS Filing Tips: Use this link to review the full list of recommendations to properly file a paper application to USCIS. Other recommendations include: single-sided copies of your documents, remove all staples, use only paper that is 8.5 X 11 in. In size.

B. Mail your application to the correct USCIS Lockbox

Eligibility Category 8 CFR 274a.12	To mail via U.S. Postal Service (USPS) use this address:	To mail via FedEx, UPS, and DHL deliveries use this address:
(c)(3)(B), Post-completion OPT	USCIS Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374	USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517

B. Monitor your incoming USCIS mail by signing up for Informed Delivery by USPS

- Informed Delivery provides a digital preview of your mail and allows you to manage and track your packages scheduled to arrive soon.
- Sign up online at Informed Delivery by USPS.

D. Track your OPT application with USCIS Case Status Online

- You will receive a **Receipt Notice of Action (Form I-797)** in the mail with your case number within a few week from filing.
- Use the case number to check the status of your application online at Case Status Online.
- You should expect your **Employment Authorization Document (EAD)** to arrive by mail. The Social Security card will follow afterwards, only if you requested one.
- Processing time may take an average of 90 days from your receipt date.
- Contact USCIS immediately if the correspondence you receive presents inaccurate information.

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Post-Completion OPT Online Filing Instructions

Save your application document, also known as "evidence", in a valid format

- Copies of all issued I-20's including your **new OPT I-20 properly signed by you and the DSO.**
  - You may only be asked to upload relevant I-20s including: CPT I-20s and the OPT I-20.
- Copy of passport photo ID page with expiration date showing (valid for at least another 6 months).
- Copy of your most recent I-94 record. The I-94 record can be a copy of the front and back of the paper card, change of status I-797 Form or Electronic I-94 Record).
- Copy of your F-1 Visa (Expired Visas are acceptable).
- Copy of any previously issued EAD's front and back.
- 2x2 U.S. passport style photo, no more than 30 days old.

USCIS How to File a Form online: Use this link to review the full list of recommendations to properly upload evidence to support your online application. Recommendations include files that do not exceed 6MB in size, do not encrypt or password protect files, use only these formats: PDF, JPG, or JPEG. If documents are in a foreign language, upload an English translation along with the original.

B.   Create your USCIS account.
- Go to USCIS Sign Up page to create your USCIS Online account.
- Review How to Create a USCIS Online Account for specific instructions.

C.   Log in to your USCIS Account to start your application and upload your application evidence.
- In the welcome window select "File a Form Online", then click on "Start Form".
- Select the form you want to file: **Application for Employment Authorization (I-765)**
- Read all information, disclaimers and acknowledgements carefully.
- Select your appropriate eligibility category: **(c)(3)(B) Student Post-Completion OPT**
- Select your **reason** for applying: **Initial permission to accept employment**
- Use the PDF I-765 form reviewed by your DSO to answer the I-765 questions.
- Upload the required evidence for your eligibility category.
- **Very important:** When prompted, upload your **new OPT I-20**. This I-20 will serve as your Certificate of Eligibility for Nonimmigrant Student Status for the (c)(3)(B) eligibility category.
- You may use the "Additional Information" window to upload any additional evidence not previously uploaded to the application such as information related to different SEVIS # you previously had.
- Have your form filing fee ready: $410 dollars. You may pay with a withdrawal from a checking or savings account or with a debit or credit card.
- **Review and Submit:** check your application responses for accuracy and review alerts.
- Save your online request as a **draft** if you cannot complete it the same day.
- **Pay for your request:** You will not be able to make changes to your online request after you pay.

D.   Confirmation of online filing
- You will receive a **Receipt Notice of Action (Form I-797)** with your case number.
- You will have access to all case correspondence on your USCIS account.
- You can check your case status and update personal information on your USCIS account.
- You may also use your case number to check the status of your application online at Case Status Online.
- You should expect your **Employment Authorization Document (EAD)** to arrive by mail. The Social Security card will follow afterwards, only if you requested one.
- Processing time may take an average of 90 days from your receipt date.
- Contact USCIS immediately if the correspondence you receive presents inaccurate information.