**Southwestern College**

**International Student Office**

**F-1 Optical Practical Training Information**

* Schedule a 1 hour meeting with the International Student Advisor – Dan Falk, [Dan.Falk@sckan.edu](mailto:Dan.Falk@sckan.edu)

(Together you will complete all forms for your OPT)

* Please read “Frequently Asked Questions” below: <https://drive.google.com/file/d/1XihIJoWo4RQMLMkCxUMuQojUyGGS6BZh/view?usp=sharing>
* Student OPT form (please feel this out before your meeting with International Student Advisor)
* Your academic advisor will need to fill out the “OPT Recommendation Form” (Part B) and then bring this with you to your meeting with the International Student Advisor.
* ISO will issue a new I-20 for you in 5 business days recommending OPT. You will send a photocopy of this new I-20 with your application to USCIS.
* The Student Affairs office will mail your OPT application to USCIS by certified mail.

USCIS

Attn: AOS

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034

* The Student Affairs office will keep copies of all of your paperwork.
* You will receive a notice (Form I-797) from USCIS with a tracking number (located in the upper left hand corner of the receipt) that can be used to follow the progress of your case at www.uscis.gov

**APPLICATION MATERIALS (submitted in this order)**

* Fee of $410.00
* You can by:

**A check**- payable to the “US Department of Homeland Security.” You may send a money order or personal check drawn on a US bank, NO CASH.

**A credit card**- to pay by a credit card you must fill out **Form G-1450** and attach it to your application.

* **Form G-1145 :** Fill out and send this form if you wish to receive email or text confirmation (within 2-3 weeks) of your receipt number from the Lockbox facility. **Clip the form to the front of your OPT application**.
* Two “passport” photos from Walgreens (458 N Baltimore Ave – Derby, KS) Print your name and admission number (I-94#) on the back of each photo.

You cannot wear glasses in your passport photos.

You may put the photos and check in an envelope and attach carefully to the front of

the I-765 (do not staple photos)

* Form I-765
* Cover letter/checklist explaining that you are applying for OPT and listing the contents of the mailing.
* A copy of page 1 and 2 of the new Post-Completion I-20 from International Student Office with the recommendation for OPT on page 2.
* Sign the new I-20 in item #11. This I-20 cannot be more than 30 days old when it arrives at USCIS.
* A copy of all previously issued I-20 documents dating back to beginning of F-1 status (signed in item #11)
* A copy of your I-94 record.

Both sides of your I-94 (even if the back is blank) OR

Printout of the electronic I-94 record – do not send a copy of your “Travel History Page”

* A copy of the photo page (identification page) and expiration date page of your passport.
* A copy of the most recent F-1 visa page in your passport (even if expired)
* A copy of any previous Employment Authorization Document (EAD) OPT card, if you have had one.