

## **Optional Practical Training (OPT)**

I. Please, fill **form I-765**, from 1-15, as attached.

II. Bring:

1. Original passport.
2. Original I-20 and the one (old and/or new) with the **stamp**.
3. Original I-94\*.
4. Make check payable to **USCIS**, \$ 340.
5. 2 photographs, passport style.
6. Proof of graduation application.
7. The signed disclaimer statement, as attached.

III. After you have completed all of the requirements mentioned above, make an appointment with **Mark Galloway** or **Bill McKibben**. Sign your name in the appointment book and write **OPT** next to it. Thanks.



\*The student admission number is your I-94 number.

## OPT Disclaimer Statement

The following statement concerns your responsibilities when you apply for OPT, while you are on Optional Practical Training and what you must do to maintain your eligibility to use this work permission:

1. I have applied for graduation and have given proof of this application to the ISA.
2. Must complete all coursework required for your degree. If a comprehensive exam or other post coursework is required you must complete this within the first two months of your OPT permission.
3. You must maintain contact with the IIS office concerning address changes and contact information and in the case of address changes file the proper AR-11 form with the INS within 10 days of such an address change.(If you update us on a move to Los Angeles and then move again to another apartment in LA you should inform us of this also along with a new AR-11 form to INS.)
4. You may not begin employment before receiving your work permission card. The date on the I-20 is only an estimate.
5. Travel outside the United States on OPT is different as of January 21, 2005. You must have proof with you that you are returning to a job that you already hold to be allowed to re-enter the United States and have your I-20 signed for travel. If you travel outside the US without proof of returning to employment you are likely to not be allowed to re-enter.
6. Students must keep the IIS office updated on your current employment status. You must inform us of your employer name and address as well as a contact person. If you become unemployed you must also inform us of this fact and any other changes. These updates must occur within 10 days of a change.
7. Students should visit the following website and review the rules concerning OPT. If you have questions concerning certain aspects of the rules, please contact the IIS office immediately. [http://www.ice.gov/sevis/updates\\_postcompletion\\_opt.htm#\\_Toc174419565](http://www.ice.gov/sevis/updates_postcompletion_opt.htm#_Toc174419565)

Failure to do any of the above will either postpone your ability to apply for Optional Practical Training or in the cases of number 2 and 3 your permission will no longer be valid as you will be in violation of your F-1 status and therefore not eligible to work.

By signing this statement I declare that I have been informed of these requirements and that I understand my responsibilities to obtain and keep my OPT work permission.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
ISA Initials

