

## **OPT Application Packet**

### **Table of Contents**

**The following pages are included in this packet and the links are on our website under OPT packet:**

- 1) **OPT Application Packet – TABLE OF CONTENTS**
- 2) **CHECKLIST for OPT**
- 3) **U.S.C.I.S. Photo Instructions**
- 4) **Optional Practical Training F-1 RECOMMENDATION – Form for Academic Advisor Signature**
- 5) **Dept. of Homeland Security Form G-1145 - E-Notification Form (separate link on ISSO website under OPT packet)**
- 6) **Dept. of Homeland Security – Form I-765 (expires 02/28/2018) – Application for Employment Authorization (separate link on the isso website under OPT packet)**
- 7) **Dept. of Homeland Security – Form I-765 Instructions (expires 02/28/2018) (separate link on the isso website under OPT packet)**
- 8) **Optional Practical Training (OPT) Employer Information Report (EIR)** listed under the OPT packet on the website **ONLY** for those who have a pending OPT job and offer letter
- 9) **What to do after receiving your OPT EAD (Employment Authorization Card).**

## CHECKLIST FOR OPT

Please bring **all** of the following items to your OPT appointment. If you do not have all documents upon arrival **(including the additional copy for our file), we will have to reschedule your appointment.**

Check payable to "Department of Homeland Security". For current I-765 fees please check [www.uscis.gov/forms/our-fees](http://www.uscis.gov/forms/our-fees). Check **must** have your name, current address and phone number  
Two passport size photos. Print full name and SEVIS number on back of each photo. (SEVIS Number found on top left of I-20, begins with N)  
Completed Form I-765, signed in **blue ink**. **\*\*Use address that will not change for 3-4 months during OPT processing.**

Completed online Form G-1145 (E-Notification of Application/Petition Acceptance)

OPT Recommendation F-1 Student Form signed by Academic Advisor

**Official** Academic Transcript(s) - NOT AN ELECTRONIC VERSION

Copy of current I-20 and ALL previous I-20s issued for this degree. **You do not need to print the instructional page of each I-20 (page 3).**

I-94 Card (must be printed out by going to <https://i94.cbp.dhs.gov/I94/#/recent-search>) \*Canadian visa holders who receive hard copies of I-94, please copy front and back.

Copy of Valid Passport must not expire within 6 months of application. **no blank pages needed.**

Copy of F-1 Visa page in passport. If you have completed a change of status in the U.S., we will also need a copy of your approval notice.

Copy of Oakland University Student ID

Copy of State Driver's License or State I.D. (if applicable)

Copy of Social Security Card (if applicable)

OPT Employer Information Report – **If you have a job offer at time of application.**

Complete the online **Exit Survey** found under OPT packet on the ISSO website prior to your appointment and print out the confirmation page.

**Please make a COPY of ALL COMPLETED forms and DOCUMENTS before arriving for your appointment. (Including check and photos). The ISSO is not responsible for making copies once you get here.**

- When you arrive at your appointment, please have all documents that we will mail to USICS in one pile, and all copies of those same documents to be kept here in your ISSO file.
- It is not necessary to bring your original passport or original I-20s.

All of the forms that you need to complete are found on the ISSO website under **OPT Packet**, and your passport size **photos** can be taken in the **ID Office in the Oakland Center (near the fireplace)** for **\$10.00**. Please do not use pictures that you have used in the past and/or you took in another country!

At the end of your appointment, you will receive a mailing envelope to mail the completed OPT packet to the U.S. Citizenship and Immigration Services.: U.S. Citizenship and Immigration Services, PO Box 21281, Arizona, AZ85036

By signing this form, I understand that I **must** report the following situations to the ISSO, or my **immigration status will be jeopardized**:

- Once you find employment OR there are changes to your employment, you must complete and submit the EIR form. (Also found under OPT Packet on the website)
- Once you receive your EAD Card, the ISSO needs to be sent a photocopy.
- If you have a change of employer, the ISSO needs to be informed right away.
- If you have a change of address, the ISSO needs to be informed right away.

When submitting these items, please send an email with **‘OPT UPDATES’** in the subject line, to Sarah Wood, at [swood@oakland.edu](mailto:swood@oakland.edu) .

Printed Name:

Signature: \_\_\_\_\_ Date:



## U.S. Citizenship and Immigration Services

# USCIS Is Making Photos Simpler



**Old Three-Quarter  
Style Photo**



**New Passport  
Style Photo**

**Photos Must Be in Color**

**Washington, DC** — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full-frontal face position to take effect **August 2, 2004**.

USCIS will accept both three-quarter and full-frontal color photographs until **September 1, 2004**, after which only full-frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard **will not** be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1 800 375 5283.

[List of forms that require photos is on the back](#)



**International Students & Scholars Office**  
328 O' Dowd Hall // Rochester, MI 48309-4428  
Phone: 248.370.3358 // Fax: 248.370.3351  
Web: <http://www.oakland.edu/iss>

## **OPTIONAL PRACTICAL TRAINING F-1 STUDENT RECOMMENDATION**

This is to certify that \_\_\_\_\_ (G00 - \_\_\_\_\_ )  
Last Name, First Name Student I.D. #

**Check one:**

\_\_\_\_\_ is a full time student, who is expected to complete all program requirements by the last day of classes

OR

\_\_\_\_\_ has graduated

in the following SEMESTER: YEAR \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Summer 1 \_\_\_\_\_ Summer 2 \_\_\_\_\_

with a Degree in this MAJOR \_\_\_\_\_

**The student named above is applying for Optional Practical Training, as follows (check one):**

1. All course requirements are completed; no thesis or dissertation is required.
2. All course requirements are completed; thesis or dissertation is to be completed by \_\_\_\_\_ .  
mm/dd/yyyy
3. All course requirements and thesis or dissertation are completed.

\_\_\_\_\_  
Signature - Academic Advisor/Dept. Head

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Office Phone Extension

\_\_\_\_\_  
Date

**FOR GRADUATE AND PHD STUDENTS ONLY:**

\_\_\_\_\_  
Signature - Claire Rammel or Graduate Education Representative  
(Located at 520 O' Dowd Hall)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Office Phone Extension

\_\_\_\_\_  
Date

## What to Do After Receiving Your OPT EAD (Employment) Card

After your OPT is approved and you receive your EAD card in the mail, you will need to get a new I-20 from the ISSO that will say “**Approved**” under Post-Completion OPT on page 2 (instead of requested).

It is important to have this new I-20 because the I-20 you received when you applied for OPT will be a temporary, pending I-20. You will also need to submit this new I-20 to your employer as proof of your work authorization.

The ISSO needs **three** documents in order to create your new I-20 with the OPT approval information on it. The following three requirements can be brought to the ISSO in person, emailed to **Sarah Wood** at [swood@oakland.edu](mailto:swood@oakland.edu), faxed to 248-370-3351 or sent by mail to ISSO: 586 Pioneer Drive, Ste. 328, Rochester, MI 48309. Please **DO NOT** email the documents to more than one email address as it will not speed up, but rather slow our process of generating your new I-20.

### 1. A copy of the EAD card.

You will receive it at the address you put down on the I-765 form. If you used the ISSO address on your application, we will email you when we receive the card.

### 2. EIR (Employer Information Report)

This form is on our website under the “Forms” tab on the left, and it is titled “[OPT and OPT STEM Employer Information Report \(EIR\)](#)”. Please fill out completely. Print and complete only the first page of the EIR (unless you are *self-employed or have multiple employers* and must complete *both pages 1 & 2*).

### 3. Job Offer Letter

We need to have a copy of the offer letter from your employer (if you did not previously have the job offer when you applied for OPT). This letter should have your name and dates of employment on it.

Once Sarah has the 3 required documents, your I-20 will be created within 2 business days. When you receive an email from Sarah saying your I-20 is ready, you may come into the office with your ID card to pick up the new I-20. We will only mail your new I-20 when you live and work outside of Michigan.

**If your EAD is approved and you are currently unemployed**, please call our office (248-370-3358) to schedule a 30-minute appointment with an adviser to review your efforts and options for finding a job.

***Also, if you have applied for, or have been approved for H1-B, please let Sarah know so we can close your SEVIS record accordingly.***

***\*\*Please note that being unemployed for more than 90 days, OR, not submitting these documents, could result in your SEVIS record being TERMINATED.***