CSUN | TSENG COLLEGE — GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

CSUN | The Tseng College | Office of Admissions, Registration, and Client Services (ARC) | EU 200
18111 Nordhoff Street, Northridge, CA 91330-8343 | 818-677-2504 | collexl@csun.edu
| DSOs: Danielle Keesee x 7482 danielle.g.keesee@csun.edu, Lesa Green x 3404 lesa.green@csun.edu |

Applying for Post-Completion OPT (Optional Practical Training) - Timing is Important

Can apply for OPT: Up to 90 days prior to completing program OR Up to 60 days after completing program

Can request start date: Any day within the 60 days after completing last requirement for degree.
Decide on the best start date that works for you. Students who already have a job lined up usually want their start date to be right after finishing the last requirement. You can ask for OPT to start on the day after you attend the last class, take the final exam, etc. Conversely, students who will be looking for a job usually want their start date to be late into the 60-day grace period. You can ask for OPT to start up to day 59 of the 60-day grace period.

Once you have decided on a start date, request OPT through ARC in EU 200
Ask for an OPT request form available in ARC. If eligible for post-completion OPT, a DSO recommends OPT in SEVIS and then your I-20, showing OPT information on page 2, is reprinted. The DSO signs page 1 and page 2, and you sign page 1 of the I-20. This I-20 is sent to USCIS as part of the application packet (see list of required documents below).

USCIS must receive request: Within 30 days of the date the OPT recommendation was entered into SEVIS.
See page 1 of the printed Form I-20 for the date it was entered.

OPT – Eligibility and Applying

- Must have completed one academic year in current program to be eligible to apply for OPT.
- Should apply early because cannot work until date on EAD card.
  - If apply late, and if OPT is approved after the 60-day grace period, the EAD card will have a later start date. However, the total OPT time would be less than 12 months.
  - Use **(c) (3) (B)** on Question 16, on Form 1-765.
- OPT employment must be "directly related to the student's major area of study."
- "Completing a program" means completing the very last requirement needed for earning the degree:
  - If a Comprehensive Exam or Thesis is not a requirement for your degree then the last day of your last class is when you complete your program.
  - If a Comprehensive Exam (the "comps") is required to earn your degree, then the (last) day you take and pass the comps counts as the date of your last requirement.
  - The graduation ceremony does not count as a requirement.

Assembling the Required Documents/Items for the Application Package

The packet should be in the following order.

- ☐ **(Optional, but recommended) Form G-1145 e-Notification of Application/Petition Acceptance** www.uscis.gov/g-1145
- ☐ **Original, completed Form I-765**, available at: https://www.uscis.gov/i-765   Use black ink only. Sign your name completely within the box!
- ☐ **$410 Check or Money Order** – payable to "**Department of Homeland Security.**" Do not abbreviate. Write your name and SEVIS number in the Memo section on check or money order.
- ☐ **2 Identical U.S. Passport-Style Photos** – In pencil, lightly write your name and SEVIS # along the back edge of the photos.
- ☐ **Your recently issued I-20 that shows OPT dates on page 2.** Remember to sign page 1 of your I-20.
- ☐ **COPIES FROM YOUR PASSPORT - Identity pages (with your name, picture, expiration and/or renewal dates, etc.) AND the Visa including the most recent entry stamp in your passport.**
- ☐ **Copy of your most recent I-94, Arrival/Departure Record**, available at https://i94.cbp.dhs.gov/I94/
- ☐ **Copies of all available previous I-20s, especially if have had CPT or OPT authorization**
- ☐ **If applicable, copies of any previous EAD (Employment Authorization Document) cards.**

Send all of the above in one big envelope to one of the addresses below.
Use a mailing service that gives you a receipt and a way to track your package.

If using an Express Mail Service, such as UPS, FedEx, or DHL, use this address:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034

(800) 375-5283

If using the United States Postal Service (USPS), use this address:

USCIS
P.O. Box 21281
Phoenix, AZ 85036