

Student Checklist for optional practical training (OPT)

Are you eligible?

- Have you been in F-1 status for at least 9 months?
- Is it your last quarter in our program?
- Is your I-20 up to date?
- Is your passport valid?

You will need the following documents and items to apply for OPT:

- Form I-765
- 2 photos (U.S. passport size with your name and I-94 number on the back of each photo)
- OPT fee (check pay to “USCIS”)
- I-20 (copy of current and all previous I-20s)
- Copy of I-94
- Copy of passport
- Copy of F1 VISA
- Previous Employment Authorization Document (if applicable)
- OPT I-20

Mail the above documents to: **USCIS California Service Center**

1. P.O. Box 10765 Laguna Niguel, CA 92607-1076 (if sent by U.S. Postal Service deliveries)
2. 24000 Avila Rd. 2nd Floor, Room 2312 Laguna Niguel, CA 92677 (if you sent by courier/express deliveries)

If the application and supporting documentation for OPT have already been sent to the Service Center, send the updated I-20 along with the receipt number to the Service Center.

Important Note:

- ◆ Allow 120 days for your OPT to be processed by the USCIS.
- ◆ Optimal time to apply is 90 days prior to the completion of your degree or program.
- ◆ All paperwork must be received by the USCIS Prior to your completion date.
- ◆ Students on Post-completion OPT may have up to 90 days of unemployment (http://www.uscis.gov/files/article/supplemental_opt_052308.pdf p.7)
- ◆ Please update your information with us when you get hired.