

Optional Practical Training Instructions

STEP 1: Complete mandatory Employment/Practical Training Workshop or meet with an IS advisor for an individual appointment. (Enter the date you completed the item checked)	
☐ Attended workshop	Date:
☐ Completed the online workshop and completed the quiz	Date:
STEP 2: Complete the OPT application packet. (Use the checklist below)	
☐ IS Optional Practical Training Application Form (signed by student and academic advisor) ☐ Online OPT Quiz - http://www.fau.edu/international/current/OPT.php ☐ Form I-765 (make sure you follow the next steps carefully on Form I-765) Section 5: Use IS mailing Address (FAU 777 Glades Road DP 49, Boca Raton, FL 33431-0991) *(do not put DP-49 under Apt. #) Section 12: Mark “yes” only if you previously received an EAD card issued by USCIS* *(CPT authorizations and on-campus employment not included) Section 27: Use appropriate code as follows: Pre-completion OPT: (C) (3) (A) – (This is for students who will continue to study while on OPT) Post-completion OPT: (C) (3) (B) – (This is for students who will pursue OPT after graduation) STEM OPT extension: (C) (3) (C) ☐ USCIS filing fee of \$410.00 (Money Order or Cashier’s Check payable to U.S. Department of Homeland Security or complete form Form G-1450 for authorization for credit card transactions) ☐ Two U.S. passport-size photographs (taken within 30 days prior to submitting the OPT packet to IS; Print your name and I-94 number on the back of the photos and place them in a zip-lock bag) ☐ Copy of passport pages with biographical/identification information, signature and validity dates ☐ Copy of the most recent F-1 visa (or approval notice for change of status to F-1) ☐ Copy (front and back) of most recent I-94 record (found at www.cbp.gov/I94); if most recent I-94 is a card, include front and back ☐ Copy of any previous EAD card(s) obtained during your F-1 status	
STEP 3: Bring completed application packet to IS	
☐ IS will create a new I-20 with the OPT recommendation, prepare the OPT packet for mailing to USCIS, and contact the student to pick up the packet (processing time: 7-10 business days)	
STEP 4: Review and sign the I-20	
☐ IS will make a copy to include in the packet. The student keeps the original . Review the OPT packet and verify that all documents are included.	
STEP 5: Mail the OPT packet	
U.S. Postal Service: USCIS (Attn: I-765) P.O. Box 660867 Dallas, TX 75266	Express Mail: USCIS (Attn: AOS) 2501 S. State Hwy 121 Business Suite 400 Lewisville, TX 75067
Important: The OPT application packet must reach USCIS no later than 30 days of the date when IS issues your I-20. Mail your packet via USPS (United States Postal Service) using express mail, priority mail or certified mail with the return receipt. USCIS sends confirmation (receipt) within 4-6 weeks from receiving the OPT application. The IS office will notify the student when the receipt comes. The receipt will have a Case Status number located on the top. Top check the status of your OPT application you can enter the case number in the online checking system at: https://egov.uscis.gov/casestatus/landing.do	

SECTION I: TO BE COMPLETED BY STUDENT			
Student Information			
Last Name:	First Name:	Student ID#: Z	
Other Email:	Telephone:	Degree Level:	
Major(s):		Minor(s):	
☐ Pre-completion OPT	☐ Part-time ☐ Full-time	Start Date:	End Date:
☐ Post-completion OPT	☐ Part-time ☐ Full-time	Start Date:	End Date:
Note: you must select your OPT type and indicate a start date otherwise your application will have processing delays.			
Prior CPT authorizations you received while in F-1 status (use separate sheet if necessary)			
Start Date:	End Date:	☐ Part-time ☐ Full-time	
Start Date:	End Date:	☐ Part-time ☐ Full-time	
Prior OPT authorizations you received while in F-1 status (use separate sheet if necessary)			
Start Date:	End Date:	☐ Part-time ☐ Full-time	
Start Date:	End Date:	☐ Part-time ☐ Full-time	
Student Signature:		Date:	

SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR*		
<i>This section can be completed & signed by the student's academic advisor, department chair, or college assistant/associate/dean.</i>		
Student has completed all required coursework: ☐ Yes ☐ No	If no, explain: _____ _____	
Expected Degree Completion Date:		(This is the date by which ALL degree requirements will be fulfilled, not necessarily the date of graduation)
<i>Note: This form is for internal FAU use only intended to confirm student's progress in meeting degree completion requirements.</i>		
Faculty/Staff/Administrator confirming academic progress for the above named student:		
Name:	Position:	
Telephone:	Fax:	Email:
Advisor Signature:		Date:

SECTION III: Required only for students in the College of Engineering and Computer Science	
Associate Dean Approval	
Name:	Position:
Signature:	Date: