FAU FLORIDA ATLANTIC UNIVERSITY

International Services
777 Glades Road, SU-80 Room 214
Boca Raton, FL 33431
Tel: (561) 297-3049 Fax: (561) 297-2446
www.fau.edu/isss ~ isss@fau.edu

Optional Practical Training Instructions

STEP 1: Complete mandatory Employment/Practical Training Workshop or meet with an ISSS 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)

☐ ISSS 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 3: Use IS mailing Address (FAU 777 Glades Road DP 49, Boca Raton, FL 33431-0991
　　　　　　　*(do not put DP-49 under Apt. #)
　　　Section 15: Mark "yes" only if you previously received an EAD card issued by USCIS*
　　　　　　　*(CPT authorizations and on-campus employment not included)
　　　Section 20: 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 ISSS; 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 ISSS

☐ ISSS 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: 3-5 business days)

STEP 4: Review and sign the I-20

☐ ISSS 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 ISSS 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 ISSS 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*

This section can be completed & signed by the student's academic advisor, department chair, or college assistant/associate/dean.

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)

Note: This form is for internal FAU use only intended to confirm student's progress in meeting degree completion requirements.

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: