



International Student Services Office

Optional Practical Training (OPT) Application

Date: _____

Applicant Information

Name: _____ Student ID: _____

Major(s): _____ SEVIS ID Number: _____

Local Address: _____

Phone number: _____ Email (other than mmm.edu): _____

Social Security Number (if applicable): _____

Graduation Verification

Graduation Date: _____

Verification signature from the Registrar: _____

Application Details & Documentation

OPT Requested Start Date: _____ OPT Requested End Date: _____

- I-765
- DSO recommendation I-20
- Current Passport
- F-1 visa
- I-94
- All previously issued I-20s
- Two passport size pictures (first & last name, SEVIS ID Number, & DOB on the back)
- Check or money order for \$410
- EAD card (if applicable)
- Form I-797 (if applicable)



International Student Services Office

Optional Practical Training (OPT) Application

How to fill out the check for OPT

NAME ADDRESS CITY, STATE ZIP	DATE <u>mm/dd/yyyy</u>	0123 01-2345/6789
PAY TO THE ORDER OF <u>U.S. Department of Homeland Security</u>	\$ <u>410.00</u>	
<u>Four Hundred Ten Dollars and $\frac{00}{100}$</u>		DOLLARS
BANK NAME ADDRESS CITY, STATE ZIP	<u>Your SEVIS Number</u>	<i>Your Signature</i>
FOR <u>I-765 OPT Application</u>		
⑆0⑆2345678⑆ 0⑆234567890⑆23⑆ 0⑆23		

Where to send your OPT application

**Please note, always get tracking for your OPT application just in case it gets lost in the mail!*

USCIS Dallas Lockbox

For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:

USCIS
P.O. Box 660867
Dallas, TX 75266

For overnight/courier deliveries (non-USPS):

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067



International Student Services Office

Optional Practical Training (OPT) Application

OPT Rules & Responsibilities Agreement

By signing this form I am aware of my responsibilities while on Post-Completion OPT and have been informed of the following:

- I understand I **CANNOT** work until I receive the EAD card and the start date is effective.
- I agree that all my jobs under OPT will be **DIRECTLY** related to my major(s).
Examples of work:
 - Work for hire
 - Self-employed business owner
 - Employment through an agency or consulting firm
 - Paid or unpaid employment
 - Multiple employers
- I will report my OPT employment and/or any changes to my employment within 10 days when it occurs by providing the following to the ISS Office:
 - Completed OPT Employer Information form
 - Offer letter from the company, if applicable
- I will work a minimum of 20 hours a week.
- I will not be without work for more than 90 days during my Post-Completion OPT.
- I will notify ISS of the following changes within 10 days:
 - Name
 - Residential and mailing address
- I will get my I-20 signed **every 6 months** if I plan on traveling outside the United States.
- I understand I should not travel outside the United States while on Post-Completion OPT if I do not have a job(s) of 20+ hours a week because of the risk of denial of entry in Customs.
- I have been advised and understand I should not travel outside the United States while my OPT application is pending.

Student Signature: _____ Date: _____



International Student Services Office

Optional Practical Training (OPT) Application

OPT Employer Information Form

Please complete the below information regarding your employer. Do not forget to report every employer to the DSO and report any changes in employment throughout your time on OPT.

Employer Name: _____

Employer Address:

Street Address: _____ Suite/Floor: _____

City: _____ State: _____ Zip Code: _____

Employer EIN: _____ - _____

Job Title: _____

Start Date: ____ / ____ / ____ (MM/DD/YYYY)

End Date: ____ / ____ / ____ (MM/DD/YYYY)

How many hours a week are you working at this job? _____

How is this job related to your major and coursework?

Supervisor Information:

First Name: _____ Last Name: _____

Email Address: _____ Telephone Number: _____

ISS Office Use: Updated in SEVIS on _____