HOW TO FILE YOUR OPT APPLICATION

I. Be sure that your application contains all of the following documents:

1. FORM I-765 (Typed or properly completed and signed)
2. Fee: Please see the USCIS Fee Schedule: https://www.uscis.gov/g-1055?form=i-765
3. Newly issued **OPT I-20**
4. Two passport format photos
5. Proof of enrollment: Official or unofficial transcript (for Pre-Completion OPT only)
6. Photocopies of the following:
   a. Previous EAD (front and back)
   b. Previous CPT I-20s (if applicable)
   c. Passport identification page
   d. Visa
   e. Photocopy of the most recent paper I-94 or electronic I-94 from www.cbp.gov/I94

II. Make a photocopy of all of the above documents for your records.

III. You can choose to file the paper FORM I-765 by mail <u>OR</u> file the electronic FORM I-765 online.

If you choose to file a <u>paper FORM I-765</u>:
1. Use the current version of the FORM I-765 and G-1145 from the USCIS website, https://www.uscis.gov/
2. Place the FORM G-1145 on the top of your complete application.
3. Mail your complete application by express mail or courier service with a tracking number to the USCIS Lockbox facilities. For filing addresses, please visit USCIS's website at https://www.uscis.gov/i-765

If you choose to file an <u>electronic FORM I-765 online</u>:
1. Create a USCIS online account at myaccount.uscis.gov.
2. Gather all required documents above in Item I.
3. Complete the Form I-765 online. Answer all required questions.
4. Upload evidence. See additional online filing information.
5. Provide any additional information. If you had any previous CPT or OPT authorization or different SEVIS ID, enter the information. See the sample I-765 to learn how to enter the information.
6. Digitally sign and pay the application fee.
7. Submit the appliction online. (No mailing requirement)

Please Note: You should proceed with the online I-765 application very carefully. The system allows you to submit your application without all required documents. You must ensure to include everything before submitting the online application.

IV. Your complete application (see I above) must be received within the following deadlines:

    1. Your I-765 application must be received by USCIS within 30 days of the DSO's OPT recommendation on your Form I-20.
    2. For students applying for Post Completion OPT, you must apply within your 60 day grace period after your program end date.
    3. Application for OPT processing can take up to (or more than) 3 months.
    It is important that you apply for OPT well in advance of the date you wish to start working.

Please Note: If your complete application is returned to you, for any reason, that means your application has not been accepted. Contact your DSO immediately for information about your options.

V. Track the progress of your application through the USCIS Case Status Online System at
www.uscis.gov. If you submit the I-765 online, you will be able to track its status through your online accout.

VI. Please provide the Designated School Official (DSO) with photocopies of your EAD Card, job offer letter, and completed Touro College OPT Employment Reporting Form. Any changes with your employment and personal address must be reported to a DSO within 10 days.

VII. ACKNOWLEDGEMENT OF UNDERSTANDING

I understand that I am completely responsible for properly filing my OPT application with the USCIS, as explained above, and tracking its processing through the USCIS Case Status Online System at www.uscis.gov. I understand that any errors or omissions may affect my status and/or eligibility for OPT. I also understand that this form is not a substitute for legal advice and that if I have legal questions, I have been advised to contact an attorney knowledgeable in these matters.

_____   _____
My Signature   My Name (please print)

_____
Date Signed