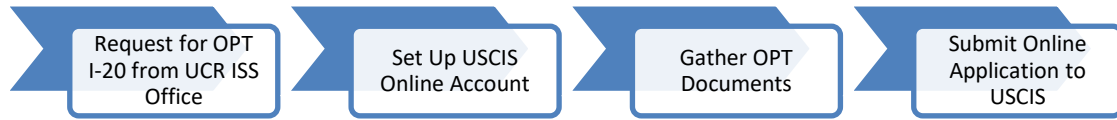


12-month Post-Completion OPT Application Checklist – Online Filing

Application Process



Application Window

USCIS can accept your application as early as 90 days before your program completion date (not graduation date) and no later than 60 days after your program completion date

To Obtain an OPT I-20 from UCR ISS Office

Before applying for OPT, we strongly attending an [OPT Workshop](#). You can email your documents to internationalstudents@ucr.edu. Please allow 3-5 business days to review your documents and issue your OPT I-20. For more information on OPT, please visit the [ISS website](#).

- [OPT Request Form](#)
 - Signed by your Academic Advisor (Undergraduate Students) or Graduate Advisor (Graduate Students)
- [Form I-765](#) (Typed)
 - [Sample I-765](#)
- Copy of [Form I-94](#)
- (*If applicable*) Copies of previous CPT I-20, EAD cards, OPT I-20, I-20 with different SEVIS number, or any other documents needed.

Setting Up a USCIS Online Account

Step One: Go to [I-765 Website](#) > **Step Two:** Scroll down the I-765 page and click 'File Online' > **Step Three:** Create [USCIS Online Account](#)

Help guides for filing online, please refer to <https://www.uscis.gov/file-online>.

Required OPT Application Documents for Online Filing

After you receive your OPT I-20, please gather digital copies of the required OPT documents. Please double-check if documents have been signed. For more information on OPT, please visit the [ISS website](#).

- [Form I-765](#)
 - [Sample I-765](#)
- Digital copy of 1 Passport-style (2 x 2 inches) photo
 - [U.S. Department of State Passport Photos Guidelines](#)
- Digital copy of OPT I-20 (signed by you and the DSO)
 - **Important Note:** The OPT I-20 will expire in 30 days from the OPT I-20 issue date and must be submitted before it expires.
- Digital copy of most recent [Form I-94](#)
- (If related) Previous copies of EAD cards, OPT I-20, CPT I-20, I-20 with different SEVIS number, or any other documents needed.
- \$410 [USCIS I-765 Fee](#) (Credit Card Only)
 - Application fee amounts may change. Updated amount can be found on the [USCIS I-765 website](#).
 - **Important Note:** Once you make your payment, your application will automatically be submitted and you cannot make corrections.

Online Application Tips

Format of Forms:

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF, or TIFF
- Foreign Language documents must have English translation
- Maximum size: 6 MB per file
- Do not use special characters for file name

After Submitting your OPT Application Online



After You Submit your OPT Application Online: USCIS will issue an OPT Receipt Number and mail you a paper I-797 Receipt Notice.

- a. You can track your case through your [online USCIS account](#) or use the receipt number to [track OPT application status](#)
- b. To check the latest USCIS processing time, please visit [Case Processing Times](#).
 - a. OPT applications are handled by the “Potomac Service Center.”

Within 90-150 days: USCIS will mail final OPT decision

- a. If your OPT has been denied, USCIS will mail:
 - a. Denial Notice s
 - b. Set up an appointment with ISS Advisor
- b. If your OPT is approved, USCIS will mail:
 - a. Employment Authorization Document (EAD) Card
 - i. **Important Note:** You will need to receive your EAD card to start working.
 - b. Send scan of EAD Card to ISS (internationalstudents@ucr.edu)
 - c. If you applied for an SSN, SSA will mail you your SSN card.

Around the Start Date of EAD card: SEVP will email SEVP OPT Portal link to your UCR email address

- a. If SEVP OPT Portal link was not received, please check your spam mail.
- b. If SEVP OPT Portal link expired, please contact the ISS office to reset the OPT Portal link.

After OPT Approval

OPT Reporting Requirements

During your OPT period, it is important to ensure that the information listed in the SEVP OPT Portal is the most updated version. If any changes occur, it will be your responsibility to report these changes **within 10 days** of that change including:

- **Personal Information**
- **Employer Information**

SEVP OPT Portal

The SEVP OPT Portal is an important and convenient tool to fulfill the legal OPT reporting requirements during your OPT period. This portal is only available for students approved for OPT. Around the start date of your EAD card, SEVIS will email the SEVP OPT Portal link to your UCR email address. If the SEVP OPT portal link has expired or has locked, please contact the ISS office (internationalstudents@ucr.edu) to reset your account. If you cannot find the link, please check your spam mail. If you are having technical issues, please contact the SEVIS Help Desk 1-800-892-4829.

Unemployment Rule

Post-Completion OPT students are given 90 days of unemployment time. Unemployment days is counted from the start date on your EAD card. It is important to report your OPT Employment before your unemployment time has passed to avoid falling out of F-1 status.

International Travel during OPT

Generally, international travel is recommended after OPT approval. It is risky to travel while your OPT application is pending. Please carry the following items to enter back to the U.S. To request for an updated travel signature, please email internationalstudents@ucr.edu.

- Valid Passport (must be valid within 6 months)
- Valid F-1 Visa stamp
- OPT I-20 with Travel Signature (must renew every 6 months)
- EAD Card
- Proof of Employment (i.e. job offer letter or employment verification letter)