12-Month OPT Application Checklist

Application Process

1. Request for OPT I-20 from ISS office
2. Pick up OPT I-20 from ISS Office and assemble OPT application
3. Mail application to USCIS

OPT Application Documents to Review by UCR

You can submit your OPT documents either in person or by email at internationalstudents@ucr.edu. Please allow 3-5 business days to review your documents and issue your OPT I-20.

- OPT Request Form (available at the ISS office)
  - Signed by your Academic Advisor (Undergraduate) or Graduate Advisor (Graduate)
- Form I-765 (Typed)
- Form G-1145 (Typed)
- Copy of valid passport and most recent F-1 visa stamp
- Copy of Form I-94
- (If related) Copies of EAD cards, OPT I-20, CPT I-20, I-20 with different SEVIS number, or any other documents needed.

OPT Application Documents to Mail to USCIS

After you pick up your OPT I-20, please assemble the application documents in order as listed below. Photocopies should be in black and white. Documents should be paper clipped, not stapled.

☐ $410 USCIS Application Filing Fee
  - Personal Check, Money Order, or Cashier’s Check payable to “U.S. Department of Homeland Security”
  - Credit Card Payment - Form G-1450

☐ Two Passport-style (2 x 2 inches) photos
  - U.S. Department of State Passport Photos Guidelines
  - Name and SEVIS ID gently written on back

☐ Form G-1145
☐ Form I-765
  - Instructions for filling out the Form I-765
☐ Copy of OPT I-20 (signed by you and DSO)
☐ Copy of valid passport and most recent visa
☐ Copy of 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.

Mailing Instructions

We recommend choosing the mailing option that offers a tracking number (i.e. UPS, FedEx, USPS). Your completed application packet must be mailed within 30 days of your OPT I-20 issue date. For updated mailing address, please visit USCIS website.

If mailing from California, you are mailing to the USCIS Phoenix Lockbox.

<table>
<thead>
<tr>
<th>For U.S. Postal Service (USPS):</th>
<th>For FedEx, UPS, and DHL deliveries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>P.O. Box 21281</td>
<td>Attn: NFB AOS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E. Skyharbor Circle S</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ 85034</td>
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</tbody>
</table>
After you mail your OPT application to USCIS

1. **Within 14-30 days:** USCIS will mail an I-797 Receipt Notice (issued when an application or petition is received).
   a. Use the case number to track OPT application status ([https://egov.uscis.gov/casestatus/landing.do](https://egov.uscis.gov/casestatus/landing.do))
   b. Scan a copy of the receipt notice to ISS
2. **Within 90-150 days:** USCIS will mail final OPT decision
   a. If OPT is not approved, USCIS will mail:
      i. Denial Notice
      ii. Set up an appointment with ISS Advisor
        a. If OPT is approved, USCIS will mail:
           ii. Approval Notice
           iii. (If applicable) SSA will mail you your SSN card
3. **1-2 weeks after EAD:** SEVP will email SEVP OPT Portal Notice
   a. If SEVP OPT Portal notice is not received, notify ISS

**After OPT Approval**

**OPT Reporting Requirements**

During your OPT period, it is important to ensure that the information listed in your SEVIS I-20 record 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 on Post-Completion OPT and STEM OPT. If your portal locks or if the link has expired, please contact the ISS office as the DSO will need to reset your Portal Account.

**Unemployment Rule**

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 not fall out of F-1 status.

For Post-Completion OPT students, the maximum period of unemployment is 90 days. For STEM OPT students, the maximum period of unemployment is an additional 60 days (nor more than an aggregate of 150 days within your Post-Completion and STEM Extension period).

**International Travel during OPT**

Travel signatures during OPT are only valid for six months from the date it was signed. Please check page 2 of your Form I-20. If it has expired, please contact the ISS office and request for a new one. It is risky to travel while your OPT application is pending. You will need to carry the following items to enter back to the U.S.:

- Valid Passport & Visa
- OPT I-20 with Travel Signature (within 6 months)
- EAD Card
- Proof of Employment (i.e. job offer letter or letter from employer approving your travel)