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. *IMPORTANT NOTE: USCIS will deny any applications received outside of the application time period. Do NOT send applications earlier than 90 days before the I-20 program end date and after the 60-day grace period.

☐ $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). *IMPORTANT NOTE: Your completed application packet must be mailed within 30 days from the date the DSO recommended you for OPT. 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 P.O. Box 21281 Phoenix, AZ 85036</td>
<td>USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</td>
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</table>

10/29/19HN
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)
   b. Scan a copy of the receipt notice to ISS
2. Within 90-150 days: USCIS will mail final OPT decision
   If USCIS needs more evidence of information, USCIS will mail:
   i. Request for Evidence (RFE)
      a. Set up an appointment to meet or speak with an ISS Advisor
      b. Review the RFE notice and gather required documents
      c. ISS Advisor may need to recommend OPT in SEVIS again to meet 30-day rule
   ii. If OPT is not approved, USCIS will mail:
      a. Denial Notice
      b. Set up an appointment with ISS Advisor
      c. Discuss F-1 options
   iii. If OPT is approved, USCIS will mail:
      b. Send scan of EAD Card to ISS (internationalstudents@ucr.edu)
      c. (If applicable) SSN card will be mailed separately
   iii. 1-2 weeks after EAD: SEVP will email a link to set up SEVP OPT Portal
      a. If SEVP OPT Portal link is not received or expired, notify ISS
      b. ISS Advisor will need to reset OPT Portal link

After OPT Approval

OPT Reporting Requirements

After you set up your SEVP OPT Portal, it will be important to utilize the OPT Portal to update your information throughout your OPT period. If any changes occur, it will be your responsibility to report these changes within 10 days. Through the OPT Portal, you can update the following:

- 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 (no 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 been more than 6 months and you are planning to travel abroad, please contact the ISS office and request for a new one. It is risky to travel while your OPT application is pending and is advised to receive your OPT approval before traveling internationally. You will need to carry the following items to enter back to the U.S.:

- Valid Passport (within 6 months)
- Valid F-1 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)