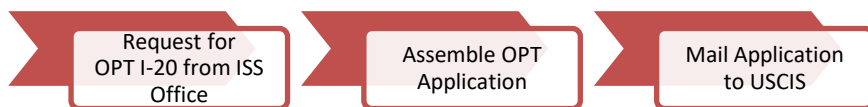


## 12-Month Post-Completion OPT Application Checklist

### Application Process



### OPT Application Documents to Review by UCR

You can submit your OPT documents either in person or by email at [internationalstudents@ucr.edu](mailto: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) 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 receive your OPT I-20, please assemble the application documents in order as listed below. Documents should be paper clipped, not stapled. Please double-check if documents have been signed. For more information on OPT, please visit the [ISS website](#).

- [USCIS Application Filing Fee](#)
  - **Important Note:** Updated Filing Fee amount can be found on the [USCIS I-765 website](#).
  - 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](#)
  - Gently write your name and SEVIS ID or I-94 Number on back of each photo
- [Form G-1145](#)
- [Form I-765](#)
  - **Important Note:** Please use the correct edition on the [USCIS I-765 website](#).
- Copy of OPT I-20 (signed by you and DSO)
- Copy of valid passport and most recent F-1 visa stamp
- 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.

### 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. **Update Jan 8, 2021:** USCIS has updated the filing address.

For updated mailing address, please visit [USCIS website](#)

### After Mailing your OPT Application to USCIS



- Within 14-30 days:** USCIS will mail an I-797 Receipt Notice (issued when an application is received).
  - Use the receipt number to [track OPT application status](#)
  - To check the latest USCIS processing time, please visit [Case Processing Times](#).
    - If you mailed to the USCIS Phoenix Lockbox, your case is being handled by the “Potomac Service Center.”
- Within 90-150 days:** USCIS will mail final OPT decision
  - If OPT has been denied, USCIS will mail:
    - Denial Notice
    - Set up an appointment with ISS Advisor
  - If OPT is approved, USCIS will mail:
    - Employment Authorization Document (EAD) Card
      - Important Note:** You will need to receive your EAD card to start working.
    - Send scan of EAD Card to ISS ([internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu))
    - 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
  - If SEVP OPT Portal link was not received, please check your spam mail.
  - 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 on 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 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

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.

#### 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.:

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