

**Ohio Wesleyan University**  
**OPTIONAL PRACTICAL TRAINING (OPT)**

**CHECK LIST**

- Form I-765**, (OPT application), completed and signed
- Form G-1145** E-Notification of Application/Petition Acceptance
- Photocopy of I-20 with OPT recommendation**, made within the past 30 days.
- Photocopy of passport** biographical page
- Photocopy of visa**, the most recent copy
- I-94 copy**- most recent copy downloaded from SEVP
- Copy of any previous EAD card(s)**
- Two (2) recent photos** per DHS specifications. (passport style, from CVS/Walgreens)
- Check for \$410 to the Department of Homeland Security** for the application fee.  
(You may also use **Form G-1450** with a valid credit card to pay the fee. )

You will need the following to complete the I-765:

- List of ALL **CPT authorizations**, including employer\*(s), dates of authorization, and if PT or FT
- Photocopies of all previous I-20's**, including endorsement page.
- Social Security number, if you have one.

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If you have completed an STEM major, please see “OWU STEM OPT Extension Majors” pdf on the IOCP F-1 Immigration Resources Web Page. Graduating with a STEM major does not in any way guarantee a STEM OPT extension—many factors are involved. See IOCP staff for more information.

Make sure to read the **on-line instructions** for completing your OPT application, including the required documents. Go to <https://www.uscis.gov/opt> **The current location for sending this application packet can be found at this site. Note that the address is different if you use FEDEX/DHL vs the US Postal service. It is recommended that the student work closely with IOCP to confirm that all documents and notations are properly included in the application before sending.**

**Additional Information:** Take this application to the post office or FEDEX office, have it weighed, pay the postage, and mail it to the address on the envelope. Make sure you do not move during the application process. The US Postal Service does not forward mail from Homeland Security. **If you think there is a chance you are going to move in the next 90 days, you may want to use the IOCP Office mailing address in the correct section of the OPT application/I-765.**

Make sure your bank account has the funds necessary to cover the application fee. If the check does not clear the bank, Homeland Security may return your application to you or send you a notice stating that your check has “bounced” and that you need to send a money order with an additional fee. This will delay the approval of your

application by several months.

If you submit form G -1145, you will receive an email notification from the USCIS lockbox facility when they have received your application. Approximately 30 days later, you will receive a formal notice of action receipt from Homeland Security. Approximately 60 to 75 days after that time, you will receive a plastic card about the size of a credit card or driver's license. This is your "employment authorization document/EAD" card. This is your permission to work and it will be good until whatever date has been applied for. **As soon as you receive your EAD, bring it to the IOCP office so that we can make a copy of it.** Or fax and scan a copy to IOCP's PDSO/DSO.

**You may not travel and re-enter the US while this application is pending if your sole purpose for returning is practical training.** You must have an academic purpose for returning to attend classes, a thesis to write. **Once approved, if you plan to travel outside the US, you will need to have PAGE 2 of your I- 20 signed.** **Additionally,** you need a valid passport, valid visa, signed I-20 within the last six months, your EAD, and a job offer letter from your employer. The IOCP DSO/PDSO needs to see the job offer in order to sign page 2 of your I-20.

If you have been in the US for five years or less, be certain that your employer does not withhold Social Security and Medicare taxes from any pay that you receive. As an F-1 student, you are exempt from such withholding until you are 6 years in the country.

#### **Notification Requirements:**

- While doing your practical training, you will remain in F-1 status and stay in contact with the IOCP PDSO/DSO.
- If you move while on OPT, you must provide the IOCP office with your new address within 10 days of the move.
- You must keep the IOCP DSO up-to-date with the name and address of your employer while on OPT.
- You must also notify IOCP DSO of any periods during your OPT that you are not employed.
- You can be unemployed in OPT for no more than 90 days if doing 12 months of OPT or 120 days if on the STEM-OPT extension.
- No more than six months can pass without you **re-verifying all of the above information** with the IOCP DSO/PDSO.
- You must do your taxes and submit your tax information by April 15 of each year.
- If you change your immigration status to H1B, permanent resident, or any other status while on OPT, please send that information to the IOCP office as well.

**Once your OPT expires, you will have 60 days in order to leave the US, apply for a change in your immigration status, or to obtain a new I-20 to begin a new program of study.**

- If you are going to begin a new program, the classes must start within five months of the expiration of your OPT. In addition, studying at a higher level or transferring to another school **terminates** your OPT.

#### **Suggested Mailing Address if you are not sure where you will live while waiting for OPT approval**

Ohio Wesleyan University  
International and Off Campus Programs  
40 Rowland Ave.

Delaware, OH 43015