

Post-Completion Optional Practical Training

Quick Guide

The processing of OPT applications may take as long as 4 months or even longer. Please plan to start the process early. Do not forfeit employment eligibility with a late application. If you want to complete your OPT application quickly, please do the following:

- First Get your passport(s), I-94, all I-20's that have been issued to you, and all other immigration-related documents that you may have. It is important that you collect every piece of immigration paperwork that you have in advance of your OPT meeting.

- Second Get two new passport photographs from CVS, Walgreen's, or other source. Passport photographs must conform to US Dept. of State Standards and must be new, or your application may be rejected.

- Third Get a check, cashier's check, or postal money order in the amount of \$410 (USD) made out to "The US Dept. of Homeland Security." You may also have the option to use a credit card, if you have one that will work. Bring your checkbook and/or credit card with you for your OPT meeting. There are other fees too.

- Fourth Call 3070 and make a full one-hour appointment.

- Fifth Bring all of the above materials to your one-hour OPT appointment.