

## **Optional Practical Training**

MSUM International Student Services,  
CMU 120, (218)-477-2956



### **Eligibility:**

- 1) Must have completed a full course of study each semester.
- 2) F-1 status for at least one academic year.  
If you have fallen out of status and have been reinstated to F1 Student Status, you are eligible to apply for OPT.

### **PROCEDURE:**

#### **STUDENT SUBMITS THE FOLLOWING:**

- Completed I 765. In item #16 on the form enter ( c )( 3 )(B)  
(This indicates to the USCIS that you are applying for Post-Optional Practical Training.)
- Photocopy of newest I-94 <https://i94.cbp.dhs.gov/I94/#/home>
- Color copies of your passport, U.S. visa page (even if it is expired)
- Photocopy of last EAD (work permit) if available/applicable. Both front and back of card need to be copied.
- Two passport sized photo's (need to be on a white background with a picture that shows your entire face. That is less than 30 days old.)
- Photocopy of New I-20ID that will be generated upon completion of the process.  
(Pages 1&3) **The Director will print a new I20 with an OPT request on it.**
- \$410.00 check or money order made payable to:  
United States Citizenship and Immigration Services

**SEND ALL DOCUMENTS TO:**

**USCIS Phoenix Lockbox**

For U.S. Postal Service (USPS) deliveries:

USCIS  
PO Box 21281  
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

**Note:** Upon receipt of the documents, the USCIS will send a notice of receipt and inform the student that they have 90 days to process the application. The receipt will have a tracking number and a phone number and website which will allow the student the ability to track the progress of their application. USCIS will notify the student of the decision. If employment is authorized, USCIS will issue the student an EAD card (work permit). The student cannot begin employment till the EAD card is obtained. \$380.00 is non-refundable.

**Download form here:** [www.uscis.gov](http://www.uscis.gov)

- Click the “Immigration Forms” link at the top of the page
- Scroll down to the form I-765 and Click on “Application for Employment Authorization”
- Scroll down to the bottom of the page and download instructions and form.
- You can enter your information into the PDF and then print. We encourage this as it reduces errors caused by illegible writing.