

Optional Practical Training (OPT) Application Process & Checklist

Step One: Attend ISSA's OPT Information Session or view OPT Video Presentation online at international.nd.edu/ISSA.

Step Two: Fill out OPT application at <https://issalink.nd.edu>.

Click on the blue login button. Sign in with your ND NetID and password. Click on "F-1 Practical Training" in the left column; in the drop-down list, select "Optional Practical Training Application."

The OPT Online Application will ask you to submit the name and email address for your Academic Advisor. Once you submit your application, your advisor will be sent a request to recommend you for OPT. It is your responsibility to follow-up with your advisor regarding OPT recommendations.

Step Two: Gather the OPT Application Materials listed below and bring to meeting with ISSA advisor at 105 Main Building during walk-in hours (1-5pm).

- **Form I-765 – Application for Employment Authorization**
 - Fill out Form I-765 online at <http://www.uscis.gov/files/form/i-765.pdf> and print it off.
 - Sign and date the form after printing.

Please note: Do NOT file an I-765 form electronically with USCIS.
- **I-765 filing fee of \$410USD**
 - Check or money order made out to the *U.S. Department of Homeland Security*
 - *In February 2018, USCIS began accepting credit card payments. [The form can be found here.](#)*
- **Two passport style photos**
 - USCIS requires the photos to meet the standards outlined on the following site:
<https://travel.state.gov/content/passports/en/news/picture-perfect-passport.html>
- **Copy of valid Passport ID page** (and renewal page, if applicable)
- **Copy of I-94 record**—Print off at <https://i94.cbp.dhs.gov/I94/#/home>.
- **Copy of current F-1 Visa**
- **Copies of any previously issued EAD cards** (if applicable)

Step Four: Mail Completed Application Packet to USCIS.

ISSA will provide you with a new OPT I-20 and the address of the USCIS service center that accepts OPT applications. It is your responsibility to mail the packet promptly.

Applications for post-completion OPT must be received by USCIS no sooner than 90 days before your program end date and prior to the end of the 60-day grace period after the completion of your academic program. Average USCIS processing time is approximately 3 months.

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