Optional Practical Training

To apply for Optional Practical Training you will need to complete all of the items on the list below.

Once you have compiled all of the required documents, you must make an appointment with Rebekah to have a new I-20 with your OPT request created and your OPT packet finalized. Please allow at least 30 minutes for your appointment.

Please Note: We highly discourage e-filing your Form I-765 through any online websites, as all students MUST meet with an advisor prior to filing. Failure to do so may result in the loss of your $410 filing fee.

- Completed Form I-765, Application for Employment Authorization. This form can be found at https://www.uscis.gov/i-765
  - SPECIAL INSTRUCTION FOR FILLING OUT THE I-765
    - After you complete this form do no print it! Save it and email it to Rebekah when you make an appointment with her.
    - On page 3 item 21.a. it asks for your I-94 number. Get this number off of the I-94 that you see mentioned below.
    - On Page 2 it asks for Your U.S. Mailing Address. If you do not know where you will live after graduation, but OIP’s address in the care of our office. It should be written as follows:
      - SFASU Office of International Programs
      - P.O. Box 6152, SFA Station
      - Nacogdoches, TX 75962
    - Item 20 of Form I-765 should be marked with one of the following codes:
      - Pre-completion (starting work before graduation): “(c)(3)(a)”
      - Post-completion (starting work after graduation): “(c)(3)(b)”
      - STEM extension: “(c)(3)(c)”

- Copy of Biographical pages from passport.
- Copy of Visa page from passport.
- Copy of **Form I-94**. This needs to show your most recent entry date to the U.S. If you do not have this go to [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home) to get it.

- **Two passport size photos.** Please write your first and last name on the back of each photo. These photos must be taken within the last 30 days. You cannot use old photos.

- Check or Money Order payable to “Department of Homeland Security” in the amount of $410.00. *If you are unable to pay the fee, please email me or come by my office prior to completing your OPT application. This fee may change in October 2020 – please ask for an update!*

- Completed **G-1145 Form**. Go here to complete the form [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145) Do not use your jacks email, use a personal email address that you will check.

Please, do not staple any documents together!