

**Application for Optional Practical Training (OPT)**

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\_\_\_\_\_ N \_\_\_\_\_  
CCS Student ID # SEVIS ID #

Name: \_\_\_\_\_  
Family Name First/Given Name

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street and Number (Apt.)

\_\_\_\_\_ State \_\_\_\_\_ Zip code  
City

Telephone: \_\_\_\_\_

Major: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ / \_\_\_\_\_ Program End Date: \_\_\_\_\_ / \_\_\_\_\_  
Semester/Year Semester/Year

I have received Curricular Practical Training (CPT) Yes No

I request my OPT employment to begin  
on the following date: \_\_\_\_\_  
OPT Start Date

I certify that I understand that OPT must be related to my field of study and I will notify ISSO of my employer's name, address, employment dates, and any changes to my employment as well as any change of address or name.

\_\_\_\_\_ Date  
Student Signature

## Your Complete OPT Application to USCIS

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A complete OPT application to USCIS must include the following materials:

- Form I-765, Application for Employment Authorization
  - This must be an original copy, completed entirely and legibly
  - Under item 3, please record an address that will be valid for the following several months. This is the address to which USCIS will mail your Employment Authorization Document (EAD). EADs are not subject to mail forwarding, so please plan carefully and accordingly.
  - Under item 16, please use one of the following codes:
    - For Post-completion OPT: c 3 B
    - For Pre-completion OPT: c 3 A
- USCIS Form G-1145
  - This form will ensure that you are provided with electronic notifications regarding your OPT application.
- I-765 Application Fee
  - The application fee of \$410 may be submitted as a personal or cashier's check. Check or money order should be made payable to "US Department of Homeland Security"
- Two Recent Passport-style Photos
- Copy of New I-20 with OPT Recommendation
- Copies of All Previous I-20s
- Copy of I-94
- Copy of Passport Information Page
- Copy of Most Recent F-1 Visa Page
- Submitting Your Completed Application Via Mail
  - The mailing address to which you must submit your completed application will depend on the address that you have specified in item # 3 of your I-765 application. If your address is outside Michigan, you should consult the USCIS webpage for mailing instructions. If you have recorded a Michigan address, your application will be mailed to:

USCIS  
PO. Box 21281  
Phoenix, AZ  
85036