



Office of Multicultural Affairs
Intercultural Center
North Manchester, IN 46962

Phone: (260) 982-5423
Fax: (260) 901-8077
Email: oma@manchester.edu

**Optional Practical Training
Application Checklist**

F-1 students applying for Optional Practical Training (OPT) must submit and assemble the following materials to the Director of Intercultural Services for processing.

Application Materials – submitted prior to OPT appointment

OPT Application Form

(Get form from [Office of Multicultural Affairs website](#))

OPT Appointment Documents – brought to appointment

Form I-765 – Application for Employment Authorization

Fill out online and print. <http://www.uscis.gov/files/form/i-765.pdf>

Form I-765 filing fee (CHOOSE ONE OPTION)

Payment made out to *U.S. Department of Homeland Security* (currently **\$410.00 USD**) as of 12/23/16 [personal check (no starter checks), cashier's check or money order accepted] *NOTE: The Business Office can issue money orders. OR*

Form G-1450, Authorization for Credit Card Transactions (optional)

Website: <http://www.uscis.gov/files/form/g-1145.pdf>

Two (2) passport style photos. Name and SEVIS # need to be written on back of both copies in felt tip marker. Photo standards:

http://travel.state.gov/passport/pptphotoreq/photocomptemplate/photocomptemplate_5297.html

All Form I-20s issued to you (copies)

Valid Passport (copy)

I-94 card (retrieve online at <https://i94.cbp.dhs.gov/I94/#/home>)

Current Visa (copy)

Form G-1145, E-Notification of Application/Petition Acceptance (optional)

Website: <http://www.uscis.gov/files/form/g-1145.pdf>

Previous copies of Employment Authorization Documents (EAD) (if applicable)

If you're applying for a 17-month STEM extension

A copy of your earned diploma + everything else above



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Application Procedures

- **OPT Appointment:** After assembling the materials listed above, students should schedule an appointment with a professional staff member at OMA@manchester.edu or calling (260) 982-5423. During the appointment, the professional staff member will review the OPT packet and answer any questions students have about the process (approx. 15-30 mins).
- **New OPT I-20 form:** Following the OPT appointment, the professional staff member will submit the OPT request to SEVIS. This will generate a new I-20 form for the applicant, which will contain the OPT dates and employment information provided in the application for OPT. The Director will then notify the student when the new I-20 form is available. (generally 1-3 business days)
- **Mailing the Application:** The staff member will return the entire OPT application packet along with the new I-20 form to the student. It is the student's responsibility to mail the completed application to U.S. Citizenship and Immigration Services (USCIS) to the appropriate lockbox.

Processing Notes

- Applications for post-completion OPT must be received by USCIS prior to the end of the 60-day grace period following the completion of the student's academic program.
- Current USCIS processing time is approximately three (3) months (~90 days).
- OPT expediting is at the discretion of USCIS.
- The student should contact the Office of Multicultural Affairs if a student is applying for OPT from an off-campus location or from outside the United States
- **Important: Employment may not begin until the student receives the EAD card and the start date on that card has been reached.**