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| **OPT REQUEST FORM** |

**INSTRUCTIONS:** You are required to attend an OPT workshop in order to apply for OPT. Next, obtain the appropriate signatures and compile appropriate documents listed below, before scheduling an appointment with the Center for Creative Professions to obtain an updated I-20.

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| **STUDENT INFORMATION** | |
| Family Name: | Given Name: |
| SEVIS ID Number: | Date of current I-20 expiration: |
| X Number: | Major: |
| Expected Completion Date: | Have you applied for graduation? No  Yes |
| Email Address: | Telephone:      -     - |
| Have you been authorized for OPT in the past? No  Yes  -- From (m/d/y)       To (m/d/y) | |
| For which type of OPT is the student applying?  Pre-Completion  Post-Completion | |
| If the student is requesting “pre-completion” OPT, has s/he completed all required courses? No  Yes | |
| Requested OPT Start Date (m/d/y) | Requested OPT End Date (m/d/y) |
| *“I understand the responsibilities required for maintaining F-1 status during my period of OPT authorization as stated on the Center for International Education Webpage”*  Signature of Student Date (m/d/y): | |

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| **SIGNATURE PAGE** |

**Student has successfully completed an OPT Workshop:**

PDSO/DSO Signature/ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s “Petition to Graduate” form has been submitted and approved by the Registration Office:**

DSO/Degree Auditor Signature/ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student has successfully completed the online “F-1 Student Exit” form:**

DSO (Registration Office) Signature/ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **STEP 1: Application Procedure** |

1. Attend an OPT workshop -**MANDATORY**
2. Complete and submit an [**OPT Request Form**](http://www.otis.edu/sites/default/files/OPT%20REQUEST%20FORM.docx) to Career Services
3. Complete and bring a copy of your Petition for Graduation **(Post OPT Applicants Only)**
4. Complete form [**I-765**](http://www.uscis.gov/sites/default/files/files/form/i-765.pdf) Make sure to use the latest version of Form I-765, to use the appropriate eligibility code on question # 16 on Form I-765 and to sign Form I-765.

The appropriate eligibility codes for question #16 on Form I-765 are listed here:               

**Pre-Completion OPT:** ( c ) ( 3 ) ( A )                      **Post-Completion OPT:** ( c ) ( 3 ) ( B )

1. Make a photocopy of the front and back of your I-94 card--or, if you do not have an I-94 card, a copy of your F-1 admission stamp in your passport and a printout of your electronic I-94 information, which can be obtained at [CBP.gov/I94](https://i94.cbp.dhs.gov/I94/request.html;jsessionid=qlWYR39GJFpjZfZpQzr8B9nwhTrvX3FZ1XnvL29HPsJvl2HRNFwD%21-992220287)
2. Picture ID: 1) Photocopy of your last EAD (front and back) or, 2) Federal Government-issued identity document, such as a **passport**; **visa** issued by a foreign consulate; **birth certificate** with photo id; **national id** document with photo and/or fingerprint.
3. 2 color photos on white background (The photos should be approximately 2” x 2”. Write your name and I-94 number on the back of each photo in case they get separated from your application)
4. Check or money order payable to “U.S. Department of Homeland Security” for **$410.00**
5. *Obtain a new OPT I-20 from Career Services. Please contact DSO* Bernard Pollard, [bpollard@otis.edu](mailto:bpollard@otis.edu)
6. Make Photocopies of all prior I-20 forms (pages 1 and 3) and a photocopy of your new OPT I-20
7. **OPTIONAL:** Completed [G-1145 Form](http://www.uscis.gov/files/form/g-1145.pdf) (optional; it signs you up for email/text message notification of your application's arrival at USCIS)

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| **STEP 2: Submit and Review your OPT Application Package** |

Please contact DSO, Bernard Pollard, [bpollard@otis.edu](mailto:bpollard@otis.edu) to make an appointment with Career Services to review your OPT and supporting documents. CCP will inform you of any missing documents or changes that need to be made to the I-765, and you will be issued a new, updated I-20 with an OPT recommendation printed on the back of the page. Your OPT submission package to USCIS must include:

* I-765 Application
* I-94 Photocopy or Printout
* Picture ID Photocopy (Visa, Passport, etc.)
* 2 color photos on white background (approximately 2” x 2”) with your I-94 number written on the back of each
* Check or Money Order (**$410**)
* Photocopies of all prior I-20 forms (pages 1 and 3)
* Photocopy of your new OPT I-20 (page 1 and 3)

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| **STEP 3: Mail your Application and Documents to USCIS** |

It is YOUR responsibility to mail application and supporting documents to appropriate USCIS:

1. Review your checklist and your application to make sure it is completed
2. Sign your OPT endorsed I-20 at the bottom of page 1 before photocopying it and mailing it to USCIS
3. Mail your application within 30 days of the new OPT endorsed I-20 being issued. **Late applications will be denied by USCIS.**
4. **Do not mail your original passport, I-94, or I-20**
5. **DO NOT use Otis as your mailing address**
6. It is recommended that you send your application by certified mail, return receipt requested

**For U.S. Postal Service Deliveries**

**USCIS Phoenix Lockbox (USPS) deliveries: Or Express mail and courier service deliveries:**

USCIS USCIS Attn: AOS

PO Box 21281 1820 E. Skyharbor Circle S, Suite 100

Phoenix, AZ 85036 Phoenix, AZ 85034