



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services

800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021

(972) 883-4189 Fax (972) 883-4010

Optional Practical Training (OPT) Workshops

If you are an F-1 student interested in Optional Practical Training you will want to attend an OPT workshop. OPT information is also available at: <http://www.utdallas.edu/student/international/current/index.html> .

LOCATION: Student Services Building, 3rd Floor, Room 3.107(B)

DATES: 06/07/2012 06/14/2012 06/21/2012 06/28/2012
 08/02/2012 08/09/2012 08/16/2012 08/23/2012

TIMES: All workshops are from 2:30 p.m. - 4:00 p.m.

Information provided at the workshop will include:

- What to expect during the OPT process
- How to correctly fill out all needed forms
- Eligibility requirements
- Traveling while on OPT
- What kinds of jobs are permissible on OPT
- Taking classes while on OPT

To Do List for OPT applicants:

- 1) Attend an OPT workshop. OPT application forms will be provided at the workshop.
- 2) Submit a completed I-765 and OPT Request Form to the ISS Office. You can apply for OPT up to 90 days prior to your program completion date and up to 60 days after your program completion date. You do not need a job in order to apply.
- 3) Pick up the OPT I-20. You will be notified by email when it is ready. Mailing instructions, a list of any CPTs you may have had and a list of reporting requirements will be provided with the I-20.
- 4) Assemble the documents listed below and mail the application to the Texas Service Center.
- 5) Wait for approval. USCIS processing time is normally 2-3 months. If approved, an OPT Employment Authorization Document (EAD) will be sent to the address listed on your I-765 application. Do not start work until you have the EAD and you have reached the start date listed on the EAD.
- 6) Supply a copy of the OPT EAD to the ISSO (If you use the ISSO address on the I-765 ISSO staff will do this for you.)
- 7) Follow OPT employment reporting procedures. A list of requirements is provided when you pick up the OPT I-20.

Things to prepare for your application:

- 1) I-765
- 2) OPT I-20 (provided by ISSO)
- 3) List of CPT authorizations (provided by ISSO)
- 4) Copy of your I-94, front and back (If you have changed status, a copy of the I-94 approval notice)
- 5) Copy of the ID page of your passport, showing expiration date
- 6) Copy of your U.S. visa
- 7) Two passport photographs: color photos, white background, full face. Photo size 2" X 2" inches, 1-3.8 inches from top of the head to bottom of chin. No head coverings unless required by your religious order. Lightly print your name and I-94 number on the back of each photo with a pencil.
- 8) Check for \$380 made payable to Department of Homeland Security, with I-94 number written at top.