

OPT CHECKLIST AND APPLICATION PROCEDURES

Name: _____
(Family) (Given)

Spelman ID#: _____ Social Security #: _____

Email _____ Phone#: _____

Classification _____ Major: _____

Requested OPT:

Beginning date _____ Ending date: _____

Hours per week _____

List all periods of previously authorized employment (CPT or OPT):

OPT checklist of materials:

- ___ Complete form I-765
- ___ Provide a photocopy of I-94
- ___ Provide a photocopy of your passport
- ___ Provide a photocopy of your visa
- ___ Two photographs (your last name and i-94 number should be on the back of your photos.)
- ___ Check or Money Order for \$380.00 made payable to *US Department of Homeland Security*

The Gordon-Zeto Center for Global Education will review your application, make an OPT recommendation in SEVIS, issue a new I-20, and then contact you by e-mail to pick up your application and mail it. You are responsible for mailing your application to the USCIS service center.

BEFORE you apply for OPT make sure you are IN STATUS with USCIS for nine months before applying for optional practical training (OPT), which means:

- No working off-campus without USCIS approval or on university approved CPT approval
- You have been enrolled each fall and spring semester full-time
- Undergraduate: 12 credits or more completed each term

OPT provides an opportunity for F-1 visa holders to gain up to one year of experience in their field of study during the following time periods:

- After completion of program. (Must be full time)
- Annual vacation and at other times when school is not in session if the student is currently enrolled and intends to register for the next term.
- While school is in session (if CPT is not an option & OPT does not exceed 20 hours a week)

VERY IMPORTANT- Applying for OPT does not remove your responsibility to keep your I-20 valid through your graduation from Spelman College. It is especially important for students who apply for Pre-completion OPT to check the I-20 to ensure that it is valid through the date of their graduation. **website: www.uscis.gov**