

Applying for Optional Practical Training by Mail

What the Student Needs To Do

1. Tell the International Students and Scholars office that you want to apply for practical training well before graduation (three months or more).
2. Attend the “Practical Training” workshop that is held each semester. This group meeting will provide you with basic information about practical training, eligibility, the application process, etc.
3. Complete form I-765: <https://www.uscis.gov/i-765>. (See notes below).
 - Use **black ink** or type the form. I recommend typing the form to ensure USCIS doesn’t misread any of your handwriting and make an error on your EAD (Employment Authorization Document). If you have questions about the form, fill it out by hand and ISS Staff will type a final copy.
 - Part 1: Check box for 1.a. Initial permission to accept employment.
 - Your U.S. Mailing Address: CAUTION! Do not use your L&C address or any address from which you might move within the next four months. The post office will NOT forward EADs. We suggest using the ISS office as your address.
 - 5.a. In Care Of Name: Intl Students and Scholars
 - 5.b. 615 S Palatine Hill RD
 - 5.c. MSC192 (may need to handwrite if this box won’t allow typing)
 - 5.d. – 5.f. Portland, OR, 97219
 - 6-7. If you use the ISS address in #5, check No for #6 and enter your physical address for #7
 - 8-9. Most students do not have an A-Number or USCIS Online Account Number, so you can leave these blank.
 - 12. If you have previously applied for OPT while in a different degree program, check Yes.
 - 13. If you have an SSN (Social Security Number), check Yes and enter your SSN. If not, check No and go to #14.
 - 14-17: Complete these sections if you would like to apply for an SSN. If you have an SSN, skip to #18.
 - 21.a-e. Enter the information from your documents. Your I-94 number is available online at <https://i94.cbp.dhs.gov/>
 - 22-23. You can find this on the entry stamp in your passport.
 - 24 and 25. F-1 Student
 - 26. Find this number on the upper section of your I-20 form.
 - 27: Enter the following code exactly: (C) (3) (B)
 - 28-31: Leave blank.
 - Part 3: Check the box for 1.a., complete your contact information, and sign and date #7.
 - Leave parts 4-6 blank.
4. Bring the completed forms, photographs and all items listed below to the ISS Office.
 - Your passport
 - Your current I-20
 - Copies of all previous I-20 forms.
 - Form I-765—available at the ISS. Use the newest version: <https://www.uscis.gov/i-765>.
 - A check or money order made payable to “U.S. Department of Homeland Security.” See current fee here: <https://www.uscis.gov/i-765>
 - Copies of previous EAD (OPT) card IF YOU HAVE ONE
 - Two “passport photos.” These can be obtained at any passport photo shop. The photos **cannot** be ones you have used for a passport, visa, etc. Print your name on the back of each photo. (Tips: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>)
 - Completed Form G-1145 for Text/Email Notification: <https://www.uscis.gov/g-1145>
 - Your non-Lewis & Clark email address. ISS Staff need to enter this in SEVIS.

ISS Staff Will (Check list)

- Check the I-765 to make sure it is the correct version and that it is completed correctly.
 - Codes for #27 are: (c)(3)(A) for PRE-Completion OPT, (c)(3)(B) for POST-Completion OPT, and (c)(3)(C) for 17-month extension for STEM students.
- Remind the student about travel rules and let them know about the OPT Portal.
- Print I-94 from <https://i94.cbp.dhs.gov/>
- Update student's email address in SEVIS to personal, non-LC email.
- Register on SEVIS. Go to "OPT Request" and fill in information. Under Student Remarks, write: "Full time OPT in the field of _____ is recommended, beginning on _____, or from the date of USCIS adjudication, if later." If exact date not known, write "Student requests 12 months of OPT from date of USCIS adjudication." Under Employment Remarks: "Student will look for work in the field of _____."
 - Be careful to use the correct "Program End Date." It should be the last day of final exams in the student's last semester.
- Sign the newly printed I-20 on page 1 (only sign page 2 if student will be traveling outside US).
- Have the student sign page 1.
- Make copies:
 - G-1145 (1)
 - I-765 (1)
 - Info pages of passport (2)
 - Visa page of the passport (2)
 - I-94 (1)
 - Newly printed I-20 (3)
 - All previous I-20 forms from all schools (front and back) (2)
 - Previous EAD cards (front and back), if applicable (2)
 - Pictures (with name printed on the back of each picture) (1)
 - Check or money order payable to US Dept. of Homeland Security (1)
- Mail the following to: USCIS, PO Box 805373, Chicago, IL, 60680 (For courier, the address is: USCIS, ATTN I-765 C03, 131 South Dearborn – 3rd Floor, Chicago, IL, 60603-5517)
 - G-1145
 - Original I-765
 - Copy of newly issued I-20 (both pages)
 - Copies of all previous I-20's (front and back) including those from previous schools.
 - Copy of passport information page
 - Copy of previous EAD cards (front and back), if applicable
 - Copy of F-1 visa page of the passport
 - Copy of I-94
 - Original pictures (in a small envelope).
 - Check or money order payable to US Dept. of Homeland Security
- Update google sheet with date application was mailed.

Notes:

- Only copies of the I-20 forms are sent to DHS as part of the OPT application.
- Always mail in a manila envelope and put the check on top.
- Use one paper clip, no staples.