PREPARING YOUR OPT APPLICATION

UPDATED: MARCH 26, 2020
# PREPARING YOUR OPT APPLICATION

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</tbody>
</table>
This guideline is intended for use by international students who have been issued with a recommendation for OPT by the Office of International Student Services.

Reminders

- Be sure to copy or scan the application package for your record before submitting to the USCIS.
- When you receive the new EAD card for the OPT, you MUST submit a copy (front and back) to Lauren Seo, Senior International Student Advisor at Lauren.Seo@woodbury.edu.
- After you find an OPT employment, you MUST report to Lauren Seo, Senior International Student Advisor at Lauren.Seo@woodbury.edu immediately by using the OPT Reporting Form.

If you have any questions or need further assistance, please contact Lauren Seo, Senior International Student Advisor, at Lauren.Seo@woodbury.edu or 818-252-5265 to schedule an appointment for phone/video meeting.

OPT APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Final Semester at WU</th>
<th>First Day to Submit Application Packets to USCIS</th>
<th>Last Day to Submit Application Packets to USCIS</th>
<th>Applications must be delivered to USCIS by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>February 15, 2020</td>
<td>July 14, 2020</td>
<td></td>
</tr>
<tr>
<td>Summer 2020</td>
<td>May 18, 2020</td>
<td>October 15, 2020</td>
<td></td>
</tr>
<tr>
<td>Fall 2020</td>
<td>September 16, 2020</td>
<td>February 13, 2021</td>
<td></td>
</tr>
<tr>
<td>Spring 2021</td>
<td>February 14, 2021</td>
<td>July 14, 2021</td>
<td></td>
</tr>
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</table>

STEPS TO PREPARE YOUR OPT APPLICATION

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OPT Endorsement Form</td>
</tr>
<tr>
<td>2</td>
<td>Form I-765 Application for Employment Authorization</td>
</tr>
<tr>
<td>3</td>
<td>Form G-1145 e-Notification of Application/Petition Acceptance</td>
</tr>
<tr>
<td>4</td>
<td>$410 application fee</td>
</tr>
<tr>
<td></td>
<td>- If paid by credit card: G-1450 Authorization for Credit Card Transaction</td>
</tr>
<tr>
<td></td>
<td>- If paid by check or money order: make payable to U.S. Department of Homeland Security</td>
</tr>
<tr>
<td>5</td>
<td>Two US passport photos</td>
</tr>
<tr>
<td>6</td>
<td>Copy of passport</td>
</tr>
<tr>
<td>7</td>
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<td>Copy of most recent I-94 record</td>
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<td>Woodbury I-20 form with OPT requested status-provided by Senior International Student Advisor</td>
</tr>
<tr>
<td>10</td>
<td>Copy of previously issued EAD (if applicable)</td>
</tr>
<tr>
<td>11</td>
<td>Copy of Social Security Card (if applicable)</td>
</tr>
<tr>
<td>12</td>
<td>Create application package</td>
</tr>
<tr>
<td>13</td>
<td>Mail application package</td>
</tr>
</tbody>
</table>

STEP 1: OPT Endorsement Form

This form is to confirm your date of program completion by the Registrar’s Office. Please download the form from here and complete SECTION I: COMPLETED BY STUDENT. A digital signature is acceptable. Once the form is completed, email it to the Registrar’s Office at reg.shared@woodbury.edu and Lauren Seo, Senior International Student Advisor, at Lauren.Seo@woodbury.edu
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STEP 2: Form I-765 Application for Employment Authorization

1. Information about You

Please email the following information to Lauren Seo, Senior International Student Advisor at Lauren.Seo@woodbury.edu in order to create a draft of Form I-765 Application for Employment Authorization:

- Your U.S. Mailing Address
  Please note that you enter the address where you have a full access to mailbox to receive I-797 Notice of Action (OPT application receipt and approval notice), Employment Authorization Document (EAD-OPT card), and Social Security Card (if you applied using the OPT application). It will require resubmission of the application package and application fee for a replacement EAD (OPT card).
- Your current U.S. phone number
- Your current personal email
- Social Security Number (if available)
- If you do not have a Social Security Number (SSN), you will be applying for a SSN using the OPT application. Please provide the following information:
  - Father’s Last Name
  - Father’s First Name
  - Mother’s Last Name
  - Mother’s First Name
- Place of Birth: City, Province (if any), Country

2. Review the draft carefully.

Lauren Seo, Senior International Student Advisor will email you a draft of the following forms for your review. Please carefully review all information entered and email Lauren Seo with any items for correction. It will require resubmission of the application package and application fee to make corrections on EAD (OPT card). Some pages are blank because the items on them do not apply to you.

3. Print, sign and date.

- After review, print the application.
- Find 7.a. Applicant’s signature and 7.b. Date of Signature on page 4.
- Sign in black ink only. Make sure your signature fits within the box. The application will be returned to you if the signature is too large.
- Enter the date of signature in MM/DD/YYYY format.

STEP 3: Form G-1145 e-Notification of Application/Petition Acceptance

This is optional. It signs you up to receive email/text message notification that your application has been received by USCIS.

1. Review the draft carefully.

2. Print after review. No signature is required.

STEP 4: $410 application fee

1. If paid by credit card:

Use G-1450 Authorization for Credit Card Transactions. Make sure you have sufficient credit amount available. If the credit card transaction is declined twice, your application will be denied.
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- Review your personal information entered by Lauren Seo, Senior International Student Advisor.
- Enter your credit card number, credit card expiration date and credit card type. Credit card with a foreign billing address is not acceptable.
- Print and sign Credit Card Holder’s Signature section in black ink only.

2. If paid with a check/money order:

Make payable to U.S. Department of Homeland Security. See an example below:

![Check Example](image)

STEP 5: Two US passport photos

1. Read USCIS Specification:

   - USCIS photo instructions ([https://travel.state.gov/content/travel/en/passports/requirements/photos.html](https://travel.state.gov/content/travel/en/passports/requirements/photos.html))
   - The photos must have been taken within the last 30 days.
   - The two photos should have a white background.
   - The photos should show a passport-style, full-face image, with both ears visible. Remove glasses.
   - The photos should be 2 by 2 inches.

2. Per Safer at Home order, please use the online passport services: [https://www.mypassportphotos.com/](https://www.mypassportphotos.com/)

   Read online photo guidelines:

   - Ensure your head is upright, not tilted
   - Make sure picture includes head and shoulders
   - Use a plain, white background
   - Face a source of light. Daylight is best
   - Remove hats, glasses and scarves. Only wear prescription glasses if necessary. Only wear religious head coverings that do not obscure your face
   - Face camera with a neutral expression
   - Keep your eyes open without hair obscuring your face
   - The camera on the back of a smartphone provides better results than the frontal one
   - We don’t recommend selfies, but if you take one, hold the phone with both hands as far away from you as possible

3. Lightly print your name, date of birth and I-94 number on the back of each photo as below:
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STEP 6: Copy of passport

Your passport must be unexpired until your application is approved. USCIS will not accept OPT application with an expired/expiring passport.

Print out a copy of the biological page from the most recent passport.

- Copy directly from your printer or scan with a mobile scanner.
- For your phone/tablet, download CamScanner app from https://www.camscanner.com/
- Do not take a photo. See an example below:

STEP 7: Copy of F-1 Visa

You can apply for OPT with either expired or unexpired visa as long as your passport and I-20 are valid.

- Copy directly from your printer or scan with a mobile scanner.
- For your phone/tablet, download CamScanner app from https://www.camscanner.com/
- Do not take a photo. See an example below:
STEP 8: Copy of most recent I-94 record

1. Go to Department of Homeland Security I-94 Website: [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home) and click on “GET MOST RECENT I-94”.

2. You will see a pop up window for Security Notification. Click on “CONSENT & CONTINUE”.

3. On “Enter Your Traveler Info page”, enter your name, date of birth, passport number (use the most recent passport), and passport country of issuance and click “NEXT”.

4. It will show your most recent I-94 results as below. Click on “PRINT”.
STEP 9: Woodbury I-20 form with OPT requested status

This will be a new I-20 issued by Lauren Seo, Senior International Student Advisor. Your I-20 will be updated with OPT request information on page 2 under EMPLOYMENT AUTHORIZATIONS, with temporary start and end dates. The dates will be automatically updated with actual OPT start and end dates upon approval. See below:

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
<th>U.S. Immigration and Customs Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEVIS ID:</td>
<td>NAME:</td>
</tr>
<tr>
<td>(F-1)</td>
<td></td>
</tr>
<tr>
<td>EMPLOYMENT AUTHORIZATIONS</td>
<td></td>
</tr>
<tr>
<td>TYPE</td>
<td>FULL/PART-TIME</td>
</tr>
<tr>
<td>POST-COMPLETION OPT</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>REQUESTED</td>
<td>START DATE</td>
</tr>
<tr>
<td></td>
<td>16 MAY 2020</td>
</tr>
<tr>
<td></td>
<td>END DATE</td>
</tr>
<tr>
<td></td>
<td>15 MAY 2021</td>
</tr>
</tbody>
</table>

The new I-20 will be emailed to you in a PDF format, along with other applications.

Print, sign and date (MM/DD/YYYY format) in BLUE INK ONLY on page 1 under Student Attestation. See below.

After signing and entering the date, make a copy of the I-20. Keep the original with you and submit the copy to the USCIS.

- Copy directly from your printer or scan with a mobile scanner.
- For your phone/tablet, download CamScanner app from https://www.camscanner.com/
- Do not take a photo.

STEP 10: Copy of previously issued EAD (if applicable)

If you had been approved for OPT previously, print out a copy of the Employment Authorization Document (EAD) from the previous OPT as below.

- Copy directly from your printer or scan with a mobile scanner.
- For your phone/tablet, download CamScanner app from https://www.camscanner.com/
- Do not take a photo.
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STEP 11: Copy of Social Security Card (if applicable)

If you already have a Social Security Card, print out a copy of the card as below.

- Copy directly from your printer or scan with a mobile scanner.
- For your phone/tablet, download CamScanner app from [https://www.camscanner.com/](https://www.camscanner.com/)
- Do not take a photo.

![Social Security Card]

STEP 12: Create application package

Assemble your documents in the following order (documents are listed top to bottom). Make a scanned copy of the package for your record and email to Lauren Seo, Senior International Student Advisor at [Lauren.Seo@woodbury.edu](mailto:Lauren.Seo@woodbury.edu) before submitting it to the USCIS.

1. G-1450 Authorization for Credit Card Transaction or check/money order: original – must be on top.
2. Two US passport photos placed in an envelope: original
3. Form I-765 Application for Employment Authorization: original
4. Form G-1145 e-Notification of Application/Petition: original
5. Copy of passport
6. Copy of F-1 Visa
7. Copy of most recent I-94 record
8. Copy of Woodbury I-20 form with OPT requested status-provided by Lauren Seo, Senior International Student Advisor
9. Copy of previously issued EAD (if applicable)
10. Copy of Social Security Card (if applicable)

STEP 13: Mail application package to USCIS

USCIS MAILING ADDRESS

For U.S. Postal Service (USPS)-Priority Mail-Recommended:

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

Please see the next section for instructions for USPS Priority Mailing Services.
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USPS Priority Mailing Services-Instructions

Create and print shipping label from home

1. Go to USPS Click-N-Ship website:  

2. Create an USPS.com account by clicking “Sign Up Now”, and sign in to your account.

3. It will direct you to Create Label page.
   
   - “Where are you sending from?” – Check return address if it is same as your mailing address.
   - Additional Actions – Check “I would like to get tracking notifications” and enter your email and phone number. Select “All Updates”.

![USPS Click-N-Ship](image-url)
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“Where are you sending to?” — Enter the USCIS mailing address as below:

- **Reference Number**
  
  You may enter up to 10 characters.

  This number is for your reference only.

- **Additional Actions**
  
  - Save this to my address book.
  
  - Notify recipient of shipping
    
    You may request an email to be automatically sent to the recipient, including label number and your selected ship date.

  - Hold For Pickup

- **Want to ship to multiple addresses? Start a batch.**
  
  Batch orders are used to send up to 20 multiple identical packages to different addresses.

  - Start a Batch Order

- **Enter a shipping date**

- **Enter the date when you wish the mail to be picked up from your home.**

- **Enter package details** — Check

  - Enter Package Weight and enter “1” lbs (pound).

  - Enter package value — Enter “1”.

  - Select a service type — Select “Priority Mail®”.

  - Click on “Next: Select a Service”.

- **Select a service type**.

  - Priority Mail®
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4. You will be automatically directed to a shopping cart. If you need make any changes, click on “edit”. Click on “Next: Billing Information”.

- After clicking on “Next: Select a Service”, select “Priority Mail®”-$8.00 for package type.
- Do not add Signature Services, since your application package is being mailed to a P.O. Box.
- Click on “Add to Cart”.

![Image of USPS website for choosing and adding services to a package for OPT application]
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5. Billing Information

- Enter your credit card information or PayPal account information for payment.
- Check the certification statement, “I certify…”
- Click on “Pay and Print”.

6. Save and print the label.

- Click on “Save as PDF” first and click on “Print Labels”. Affix the label on your own envelope.
- Click on “Schedule a Pickup”.

Did you know you can request a refund online for unused Click-N-Ship® labels in your Shipping History? Click here to learn more.
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Schedule a Pickup

1. Pickup address
   - Enter your current address, email and phone number.
   - Click on “Check Availability”.

2. Location of package(s)
   - “Is there a dog at this address?” – Select Yes or No.
   - “Where will you leave your package(s)?” – Select location of your package(s). Add comments for special instructions.
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3. Choose date and time for pickup.
   – Choose a Time – Select “Pick up during regular mail delivery” for free. You may also schedule for a specific time for $24.00.
   – Choose a Day – Select a preferrable date from the calendar.

4. Number of package(s)
   – Enter “1” for Priority Mail®
   – Enter “1” for Estimate the total weight.
   – Check “I have read, understand, and agree to the Terms & Conditions”
5. Schedule a Pickup is completed.

- Review your pickup details. For any changes or corrections, click on “Modifying an Existing Pickup”. Be sure to keep the tracking information until your OPT application is approved by the USCIS.

Schedule a Pickup

Your Pickup Has Been Modified.

An email confirmation will be sent to lauren.seo@woodbury.edu. You can modify or cancel a scheduled pickup at any time by going to Modify an Existing Pickup.

Your Pickup Details

Please print this page for your records or write down your confirmation number(s).

<table>
<thead>
<tr>
<th>CUSTOMER CONTACT INFORMATION</th>
<th>PICKUP LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAUREN SEO</td>
<td>7500 N. Glencaks Blvd</td>
</tr>
<tr>
<td>818-292-5065</td>
<td>Burbank, CA 91504</td>
</tr>
<tr>
<td><a href="mailto:LAUREN.SE0@WOODBURY.EDU">LAUREN.SE0@WOODBURY.EDU</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL PACKAGES</th>
<th>WEIGHT</th>
<th>LOCATION</th>
<th>CONFIRMATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 03/27/2020</td>
<td>1</td>
<td>1 lb</td>
<td>In/At Mailbox</td>
<td>WEC1234567890</td>
</tr>
</tbody>
</table>