



Optional Practical Training Application Instructions

F-1 students who have maintained status for an academic year (3 full quarters at MCC) and are in good academic standing may apply for OPT if they have not been previously awarded a bachelor degree or higher. There are two types of OPT: Pre-completion and post-completion. OPT employment needs to be related to your program of study.

Pre-completion OPT: F-1 students who are not graduating yet and want to gain practical experience may apply for pre-completion OPT even though they have not met the academic year requirement. Pre-completion can be filed no sooner than 90 days before meeting the requirement or up to 90 days before the requested employment start date.

Post-completion OPT: F-1 students in the finishing a certificate of achievement or associate degree may apply for OPT no earlier than 90 days before last day of the quarter and no later than 60 days after the last day of the quarter. See dates on the next page.

Order of Required Documentation and Procedures:

You are responsible for making your own copies. Please do not staple documents.

1. A check or money order for \$410 made payable to the "U.S. Department of Homeland Security"; do not write USDHS or DHS. Be sure to sign and date the payment.
2. Optional: If you would like USCIS to email or text you when your application is received, please complete this form: <http://www.uscis.gov/files/form/g-1145.pdf>.
3. Completed Form I-765 in **black** ink. The form is available at: <http://www.uscis.gov/files/form/i-765.pdf>, and the directions are at: <http://www.uscis.gov/files/form/i-765instr.pdf>. General guidelines on how to fill out the form are provided in this document.
4. A copy of at least one of the following documents:
 - Form I-94, Arrival-Departure Record (front and back)
 - A printout of your electronic Form I-94 from <https://i94.cbp.dhs.gov/i94/#/home>
 - Passport
5. A copy of all your I-20s (pages 1-3).
6. If you had an Employment Authorization Document (work permit), provide a copy of it (front & back).
7. Two identical color passport-style photographs of yourself taken recently. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

The two identical passport-style photos must be 2 by 2 inches. The photos must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name on the back of the photos.
8. If applying for **Pre-Completion OPT**, order an official MCC transcript in an unopened envelope that shows that you have been enrolled for at least an academic year (3 consecutive quarters).



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9. If you are applying for **Post-Completion OPT**:

- Be prepared to tell ISS the dates that you want OPT to begin and end (you can request OPT to begin up to 60 days after your last day of classes. Look at the next page for a chart to help you decide on your dates.
- Turn in a completed “Plan After Graduating From MCC” form to ISS. See Section II of the form to see which staff you need to meet with to confirm your upcoming graduation. The form is available at <https://www.mccneb.edu/Prospective-Students/Resources/International/International-Student-Services-Forms.aspx>

10. Please schedule an appointment with the ISS after you have collected all the documents to see if you qualify for a new I-20 with a recommendation for OPT. USCIS must receive the application within 30 days of the signed I-20, otherwise the application will be denied.

11. Mail your application to the USCIS Phoenix Lockbox

For U.S. Postal Service (USPS):

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

Points to Consider:

- You will receive a receipt notice from USCIS within 30 days if your application is complete. It usually takes 90 days to receive a decision from USCIS.
- USCIS will make one of the following decisions:
 - **Approval.** If approved, your EAD will be mailed to the address listed on your application.
 - **Request for Evidence.** If additional information or documentation is required, a written request will be sent to you specifying the information needed.
 - **Denial.** If your application isn't granted, you will receive a notice for the basis of the denial.
- Take your EAD to ISS to be photocopied for your file.
- You are only allowed to work AFTER receiving the EAD and only during the dates of authorization.
- Your OPT will be cancelled if you fail to maintain your F-1 status or if you transfer to another school.
- You are permitted no more than 90 days of unemployment during your employment period.
- If approved, you will receive an email from the gov't to access the SEVIS OPT portal to update the employer's name, address, and other information.

Important Dates Related to Post Completion OPT

Quarter	Last day of classes	The earliest date to apply for OPT is 90 days before the last day of classes.	The latest date to apply for OPT 60 days after the last day of classes. Not recommended	Provide a date of when you want to start OPT. The <u>earliest</u> date you can choose is the day after the last day of classes.	Provide a date of when you want to start OPT. The <u>latest</u> date you can choose is 60 days after the last day of classes. Not recommended	Your OPT will end no later than 14 months after the last day of classes, <u>even if you receive your EAD late.</u>
Winter 2018	02/25/2019	11/27/2018	04/26/2019	02/26/2019	04/26/2019	04/25/2020
Spring 2018-19	05/22/2019	02/21/2019	07/21/2019	05/23/2019	07/21/2019	07/22/2020
Summer 2019	08/15/2019	05/17/2019	10/14/2019	08/16/2019	10/14/2019	10/14/2020
Fall 2019	11/19/2019	08/21/2019	01/18/2020	11/20/2019	01/18/2020	01/19/2021



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General Guidelines to Complete the I-765

- Please use the most current version of the I-765 form that is available at <https://www.uscis.gov/i-765>.
- Please type as many responses as possible on the I-765 form and print the completed form.
- Sign the form I-765 in **black** ink.
- If a question does not apply to you, type “N/A” (short for “Not applicable”), or if the question asks for a number response, write “None” unless otherwise directed.
- If you need more space for a response, use Part 6 Additional Information. Make copies of Part 6 or attach separate sheets of paper if needed. Include your name, Alien Registration Number (A-Number) if applicable, and the corresponding Page, Part and Item Numbers for your response at the top of each sheet. Sign and date each sheet.
- Answer all questions fully and accurately.
- The guidance on this form is only given for those items that can be somewhat confusing in nature. Please fill all fields, regardless of whether suggestions are given below.

Part I. Reason for Applying

Item 1. OPT: Select 1.a. Initial permission to accept employment.

Part 2. Information About You

Item 1. Type your full legal name as it appears on your I-20 and passport. Write your last name in all capital letters and your first and middle name with only the first letter capitalized.

Items 2-4. Other names used: Share any other way your name is given on your legal documents. This includes “FNU,” multiple last names you may sometimes use, or previous names you used if you changed your name for any reasons, such as marriage. If you have not used other names, write “N/A” in all of the fields.

Item 5. U.S. Mailing Address: This is the address where USCIS will mail your documents related to this application only. If using anyone else’s address, BE SURE to put their name in the “In Care Of Name” field, to ensure delivery. Use a valid U.S. residential address (**not P.O. box**) that will be valid for 3-5 months after submission of your OPT application. For 5.a., please list the name of the person living at the residence if it is not you. If you will be living at this mailing address, you can list your name in 5.a.

USCIS mail cannot be forwarded to a new address by the postal service. USCIS receipt and approval notices, Employment Authorization Document (EAD), and SSN if requested will be sent to the address you list in 5.a.-5.f. on this form.

Starting in late 2019, EADs will be mailed using the U.S. Postal Service (USPS) [Signature Confirmation Restricted Delivery](#), which requires identification to sign for the document upon delivery. You will have the options to arrange for pick up at a post office or [designate one or more agents to sign for delivery on your behalf](#), including agents at a hotel, apartment or other rental.

If the mailing address you indicated on the I-765 application changes after you submitted the application, follow the instructions on the [USCIS Change of Address Information website](#). Any change of address must be done within 10 days of the change. You also need to update the change of address in your My Way account and by emailing ISS at iss@mccneb.edu.



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You should also file an online change of address with the postal service on the [USPS website](#).

This will also change your address with the Social Security Administration if you are applying for a social security number.

Item 6. Mailing Address vs. Physical Address. If you will be living somewhere other than the address you listed in Item 5, please check “No” and fill out Item 7. If you will be living at the address listed in Item 5, check “Yes” for question 6.

Item 7. U.S. Physical Address. If you answered “No” to question 6, please give the address where you currently live; USCIS will NOT mail documents to your physical address listed in Item 7, and it is fine if your physical address will change while your OPT application is pending. If you answered “Yes” to question 6, you can leave Item 7 blank.

Item 8: Alien Registration Number (A-Number). Those applying for OPT can leave this field blank. Handwrite “None” on the printout.

Item 9. USCIS Online Account Number. Leave this field blank unless you have a USCIS online account number (which you most likely will not have). Handwrite “None” on the printout.

Item 13.a. Social Security Card. Everyone must answer 13.a. whether you have a social security number (SSN) or not. If you do not have an SSN, you have the option of applying for one at the same time you apply for OPT. You can also request a replacement SSN if your original SSN card was lost or stolen. Applying for an SSN will not delay your OPT application.

- If you do not have a social security number, check “no” and leave section 13.b blank.
- If you have a social security number, check “yes” and complete item 13.b.

13.b. Social Security Number. If the SSA ever issued a social security card to you in your name or a previously used name such as your maiden name, then you must enter the SSN from your card in Item Number 13.b. Write your SSN as it appears on your social security card. If you do not remember your SSN, leave this blank. Handwrite “None” on the printout. Note: The form will not allow you to enter any text in item 13.b if you checked “no” in field 13.a., so be sure to enter “yes” in 13.a if you need to enter your SSN in item 13.b.

14. Social Security Number:

- You are not required to request an SSN using this application. Completing questions 15-17 on the Form I-765 is optional. However, you must have an SSN properly assigned in your name to work in the United States. Please see ISS’ website on SSNs at <https://www.mccneb.edu/Prospective-Students/Resources/International/Student-Information/Social-Security-Number.aspx> for further information on how to apply for a social security card if you do not apply for one using this application.
- If you want to be issued a Social Security card, or be issued a new or replacement Social Security card, then answer “Yes” to both Questions 14 and 15.
- Check “No” to question 14 if you already have a social security card and/or if you do not wish to apply for a social security number using this application. If you answer “No” to Item Number 14, skip to Part 2, Item Number 18.a.
- If you choose to apply for a SSN through your I-765 form, you should receive your SSN card within 7 days after your I-765 application is approved. If you do not receive it within 7 days, you should visit your local Social Security office with all original documents including your EAD.
- If you do not request an SSN on the I-765, you may go to a local office after they receive their EAD to apply for one. You may not apply for an SSN before the EAD start date.



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Item 15. Consent for Disclosure. If you answered “Yes” to Item Number 14, answer “Yes” to Item Number 15.

Items 16-17. Father’s Name/Mother’s Name.

- If you answered “yes” to items 14-15, complete items 16-17. SSA will use Item Numbers 16-17 in issuing you a social security card.
- If you answered “no” to items 14-15, leave items 16-17 blank. The form will not allow you to enter any text in items 16-17 if you checked “no” in item 15.

Item 18. Country of Citizenship/Nationality: The country or countries of citizenship listed on your I-765 should match the country or countries of citizenship on your passport(s).

Item 19. Place of Birth: Should match the information on your passport, if your place of birth is listed on your passport.

Item 20. Date of Birth: Should match the date of birth listed on your passport.

Item 21.a. I-94 Number. Your I-94 number is found on your most recent I-94 entry record. You can access your most recent I-94 by using this link and going to “Get Most Recent I-94”:
<https://i94.cbp.dhs.gov/I94/#/home>. Please be sure that you use the I-94 from your most recent entry to the US! If you most recently entered the US after a short trip to Canada or Mexico, your trip may not have been recorded in your I-94 history. In this case, use the last I-94 record that does exist, and answer all related questions based on that trip. If your I-94 is incorrect or does not show your most recent trip that was NOT a short trip to Canada, Mexico or the Caribbean, you will need to work with US Customs and Border Protection (CBP) to get it corrected. Contact ISS for assistance.

Item 21.c. Travel Document Number. Type “N/A” if you have a passport. For almost everyone, this will be “N/A.”

Item 22- 23. Use your I-94 number and travel history on the [I-94 website](#) (Click “Get most recent I-94”). For Item 23, you must list the city name, not airport code (i.e. Chicago, not ORD).

Item 24. Immigration Status at Your Last Arrival: If you entered the US last as an F-1 student, list “F-1 student.” If you last entered the U.S. as an F-2 spouse or B-2 tourist, etc., enter that information instead.

Item 25. Current Immigration Status: Type “F-1 Student”

Item 26. SEVIS Number. Refer to the top right hand portion above the bar code of page 1 of your I-20 for the numbers beginning with N00.

Item 27. Eligibility Category. Provide the regulatory citation for the kind of work permission you are applying:

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

Applicants for OPT can leave Items 28-31 blank.

Item 28. STEM Eligibility Category. STEM OPT Only! Mark all questions 29-29 as “N/A”. If you cannot type “N/A”, then handwrite “None” on the printout. Handwrite N/A next to questions 30-31.



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Part 3: Applicant's Statement, Contact Information, Declaration, Certification, and Signature

Select the option under "Applicant's Statement" that best applies to you. Type your daytime phone number, mobile phone number, and email address, and date of signature. Print the form and sign your name in black ink. Do NOT provide a stamped or typewritten name instead of a signature.

Part 4: Interpreter's Contact Information, Certification, and Signature

Draw a diagonal line across each page you are not completing, and write "NA" next to your line. See the sample below:

The image shows a sample of a form page with a diagonal line drawn across it from the bottom left to the top right. The text on the form is as follows:

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited agent need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)

The word "NA" is handwritten in the center of the page, next to the diagonal line.

Part 5: Preparer Information

Leave Part 5 blank, unless this form was prepared by someone other than yourself.

Part 6: Additional Information

Complete this section only if:

- You have been approved for **CPT** in the past
- You have been approved for **OPT** in the past
- You have used a different SEVIS ID in F-1 status in the US (for example, you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20, and starts with N00.

Item 1. If you need to complete this section because one or more of the above statements apply to you, please complete Part 6, Item 1.



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Item 2. If you are applying for OPT, leave this blank and handwrite “None” on the printout.

Items 3-7. For each of the items listed above (i.e. CPT, OPT, different SEVIS ID numbers), complete one box in Part 6, starting with 3.a. We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(B) (per the I-765 instructions, page 4: <https://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf>):

For 3a-c, 4a-c, and/or 5a-c, etc., type the following: Page 3, Part 2, Item 27

Items 3.d., 4.d., etc. Please list out any of the following prior CPT or OPT authorizations or previous SEVIS numbers. Use separate fields for each type of authorization (for example, list all previous CPT in 3.d., all old SEVIS numbers in 4.d., etc.).

- **CPT:** Please list your CPT approvals. Suggested format: **CPT Authorizations.** Employer Name; Start date – End date; Part-time or Full-time; Degree level. You can find your CPT details on the I-20 that was approved for each period of CPT.
Example: N0000000000, Part time CPT, ABC Bank, 07/07/17-09/07/17, Associate’s degree
- **OPT:** Please list your past OPT approvals.
Example: N0000000000, Pre-Completion OPT, XYZ Bank, 09/08/2017-03/08/2018, Associate’s degree
- **Previous SEVIS ID's:** Please list your other SEVIS ID's you have used in the past.
Example: Previous SEVIS ID N0000000000, 09/08/2015-05/20/2017, Associate’s degree