

OPTIONAL PRACTICAL TRAINING I-20 REQUEST FORM

Student Completes This Section:

Directions to student: You should complete Page 1 of this form. Your academic advisor in your academic department needs to complete the second page of this form. Note that your academic advisor is <u>not</u> the same as your international student advisor. This form need to be completed prior to submitting your OPT application. Digital signatures are acceptable.	
Last Name:	First Name:
Post-graduation email address:	Telephone:
Have you been authorized for OPT in the past? No Yes - From (mm/dd/yy): To:	If you were previously authorized for OPT, which degree level? Bachelor's Master's PhD Other
When do you expect to graduate? Semester: Year:	Are you currently employed on campus? No Yes – Until (mm/dd/yy):
I am requesting to begin OPT: After graduation After completion of all coursework except dissertation While registered as a full-time student (part-time) While registered as a full-time student (full-time)	
Requested OPT Start Date (must be within the 60 days after your I-20 end date):	

OPT Statement of Responsibility:

My signature below confirms that I understand the following and agree to the terms of the F-1 Optional Practical Training work authorization.

- 1) The accuracy and completion of my OPT and/or STEM OPT application is my responsibility. UofSC International Student Services Advisors review the OPT application documents I provide to them, but USC International Student Services is not liable for any errors or mistakes on the Form I-765, G-1145, copies of passport, visa, I-94, passport photos, or payment.
- 2) If I choose for UofSC International Student Services to receive my mail from USCIS, I understand that I am responsible for staying in touch with the office for the collection of USCIS documents, including any notices of action, requests for evidence, and employment authorization documents. The University of South Carolina cannot be held liable for any problems with mailing or delivery.
- 3) I understand that I am responsible for maintaining copies of all OPT related documents, including my OPT I-20, my OPT application materials, official correspondence from USCIS, I-797 notices of action, Employment Authorization Documents, and any other documents pertaining to my OPT application.
- 4) I understand that it is my responsibility to report employment and address changes within 10 days of the change once my OPT begins using the SEVP Portal. If I do not report changes within 10 days, it is my responsibility to reach out to ISS to correct my record accordingly.
- 5) I understand that if I exceed 90 days of unemployment, my F-1 record is at risk of automatic termination and that I should depart the U.S. or change to another status.
- 6) I understand that if I lose my EAD card, it will cost \$550 to replace it.

Student Signature: _____ Date: _____

Academic Advisor Completes This Section:

International students on F-1 visas are eligible for at least 12 months of off-campus employment authorization in their field of study. This work authorization, called Optional Practical Training, is granted through application to U.S. Citizenship & Immigration Services. We need confirmation from the academic department that this student is meeting the academic components necessary to apply for OPT.	
Advisor's Name:	Advisor's Department :
Advisor's Email:	Advisor's Phone:
Student's Major:	Level of Study: Bachelor's Master's Ph.D
Second Major (if applicable): *Minor is not applicable	
Is student registered in current term? Yes No	Will the student have completed all coursework requirements for the degree by the requested start date of OPT? Yes No
<u>Graduate students only:</u> When is student expected to defend his/her thesis or dissertation? (mm/dd/yy):	When is student expected to graduate? Semester: Year:
<i>I confirm that the information provided in this section about the student's academic progress is true and correct.</i>	
Signature of Advisor:	Date:
Optional Comments :	



Post-Completion OPT Application Guidelines

Step 1: Send electronic copies (in PDF Format) of the following documents to International Student Services (iss@sc.edu).

- Academic Advisor Form, completed and signed by you and your academic advisor (electronic or scanned signatures acceptable)
- OPT Statement of Responsibility, signed by you (electronic signature or scanned signatures acceptable)
- [I-765](#) (optional): ISS will check the I-765 for completion, but you are responsible for confirming the accuracy of all information and for ensuring that you are submitting the most current version of the I-765 from the USCIS website.

Step 2: Wait for your ISS advisor to send your new OPT I-20 to you via email. This can take up to 5 business days.

Step 3: Prepare the following materials to send to USCIS in the exact order listed.

- Your Academic Advisor Form & OPT Statement of Responsibility *should not* be mailed to USCIS. These are internal ISS forms.
- Your OPT application must reach USCIS within 30 days after your ISS advisor makes the OPT recommendation in SEVIS.
- The following checklist is a recommendation. But you should **always** check the official [I-765 instructions](#) on the USCIS website prior to mailing your application.

[G-1145](#)

[I-765](#)

- Your signature must be a “wet signature” in black ink. A digital or scanned signature is not acceptable on the I-765.
- Make sure to use extremely clear handwriting or type your information other than the signature.
- Always make sure you’re using the most recent form available on the official USCIS website.
- Using the ISS Office address as your mailing address is not recommended. It does not have an impact on your OPT application in any way and it is preferable for you to use your own personal address or an “ICO” (in care of) address to which you will have access.

Copy of new OPT I-20 (an ISS Advisor will create the new I-20 and email to you after reviewing the forms mentioned above)

- You should print 2 copies of the I-20 sent to you via email. Sign and date both. Keep one copy for yourself. Mail the other copy to USCIS.

Copy of Passport Photo Page

Copy of F-1 visa

I-94 (can be obtained [here](#) by selecting “Get Most Recent I-94.”)

Check or money order for \$550 made out to U.S. Department of Homeland Security (Always check the USCIS fee page to ensure you confirm the proper fee amount)

2 New Passport Photos

- taken within the last 30 days
- with name and I-94 number written on the back.
- For examples of acceptable passport photos, see the [DOS website](#).
- You can get appropriate passport photos taken at a drugstore such as CVS or at a mailing store such as Fed-Ex. If you wish to take the photos yourself, review the [Department of State's tool](#) for taking digital photos.

Step 4: Mail Your OPT Application to USCIS

- Mail your application to the address listed on USCIS' [Direct Filing Addresses](#) section.
 - You should navigate to the section for “Foreign Students,” then navigate to the first row for Optional Practical Training. You should mail your application to the USCIS Dallas Lockbox if you are currently living in South Carolina.
 - Choosing regular mailing vs. courier mailing does not have an impact on your application. P.O. Boxes cannot be used by courier mail services, which is why there's a separate address for courier services.
 - ISS recommends that you **always** mail your application with a tracking number.
 - ISS recommends that you keep a digital scan of all your application materials in your personal files.