

Optional Practical Training Filing Procedure

Step 1:

Student must submit the following documents to the Office of International Student & Scholar Services (OISSS) including this Form:

***SUBMIT DOCUMENTS SINGLE SIDED ONLY**

- _____ a) Certification of Course Completion form signed by Student Records
- _____ b) Completed Form I-765 <https://www.uscis.gov/i-765> **signed in blue ink**. You MUST use the electronic version and type in your responses. Do not handwrite the form. Item #20 should be completed as (c)(3)(B)
- _____ c) Copy of picture and expiration date page in passport AND visa page
- _____ d) Recent Form I-94 – can be obtained at <https://i94.cbp.dhs.gov/I94>
- _____ e) Two color photos with name and I-94/admission number written on the back in pencil (see example)
- _____ f) Copy of previous EAD card (if applicable)
- _____ g) \$410 payment
 - Check or money order payable to the “Department of Homeland Security (with name and I-94/admission number included on the payment)
 - OR
 - Complete the Form G-1450 <https://www.uscis.gov/g-1450> to pay by credit card
- _____ i) Complete Form G-1145 <https://www.uscis.gov/g-1450> and clip it to the first page of your application if you want to receive an e-mail/text message that your application has received by USCIS

Step 2:

Student must submit start and end dates for the requested OPT (required): *I acknowledge that the information below will be reported to the U.S. Government for immigration reporting purposes.*

Start date: _____ End date: _____

Student’s full name printed: _____

Student’s signature: _____

Student’s active non-Rollins email address that they will regularly check while on OPT:

Student’s physical living address: _____

Step 3:

OISSS will review documents submitted, prepare necessary copies and issue a new Form I-20 with the OPT request. We will email you once the documents are ready for pick-up (approximately 3-4 days after submission).

Step 4:

Once you receive an email from OISSS, please pick up application for mailing. It is recommended that you use express mail OR certified mail with tracking when mailing the documents to USCIS. Use the following address:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067

IMPORTANT: It is recommended to not leave the United States after completing your studies without first receiving the Employment Authorization Document (EAD card).