



Salve Regina University

Optional Practical Training: Application Guide for OPT





- Application Process
- Timeline for Applying
- Selecting Employment Dates
- OPT Checklist
- Completing Forms
- Obtaining OPT Recommendation I-20





The Application Process

Step 1: OPT Recommendation

- Bring all application materials to Salve OIP
- Obtain new I-20 with OPT recommendation from Salve OIP

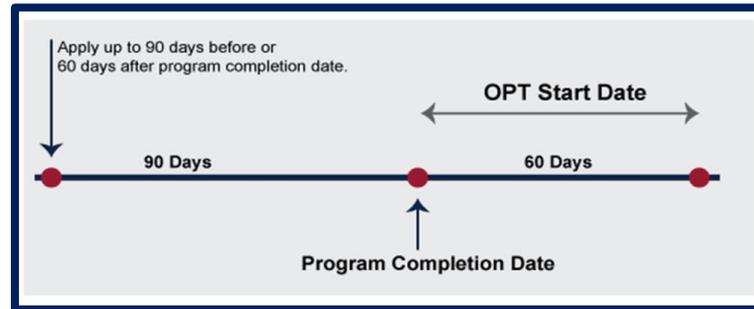
Step 2: Application to USCIS

- Mail paper application packet to USCIS
- USCIS must receive OPT application within 30 days of the date your I-20 is issued





Timeline for Applying



- ▶ USCIS can take up to 90 days to approve OPT
- ▶ Pre-completion OPT: Eligible to apply 90 days before your proposed start date
- ▶ Post-completion OPT: Eligible to apply 90 days before your program completion date until 60 days after your end date
- ▶ Not possible to expedite USCIS OPT processing



What do I need to apply?

- Salve OPT Recommendation Form
- Completed Form G-1145
<http://www.uscis.gov/files/form/g-1145.pdf>
- Completed, signed Form I-765
- Photocopies of ALL previously issued I-20s (including from other schools)
- Printout of electronic I-94 record
<https://i94.cbp.dhs.gov/I94/>)
- Photocopy of passport biographical page(s)
- Photocopy of F-1 visa stamp and all previous U.S. visas (except Canadian citizens)
- Check or money order for \$410 (payable to U.S. Department of Homeland Security)
- Two color U.S. passport-sized photos (with name and I-94 written in pencil on the back) taken within the last 30 days
- Photocopy of previous EAD cards or change of status approvals (if applicable)

Salve Regina OPT Academic Recommendation Form

SECTION A. TO BE COMPLETED BY STUDENT	
Name as in passport (Surname/Family Name, Given/First Name):	Salve Regina Student ID:
Have you had Practical Training before? Curricular Practical Training? <input type="checkbox"/> Yes* <input type="checkbox"/> No Optional Practical Training? <input type="checkbox"/> Yes* <input type="checkbox"/> No If yes, when? _____	Requesting: <input type="checkbox"/> Pre-Completion OPT, part-time <input type="checkbox"/> Pre-Completion OPT, full-time <input type="checkbox"/> Post-Completion OPT, full time only
OPT Dates (mm/dd/yyyy) <i>**Must be completed before meeting with the OIP office**</i> OPT Start: _____ OPT End: _____	
Student Signature: _____	Date: _____

On the form, you will indicate the dates you request employment authorization.



SECTION B. VERIFICATION TO BE COMPLETED BY REGISTRAR OFFICE

Level of Study: _____

Major: _____

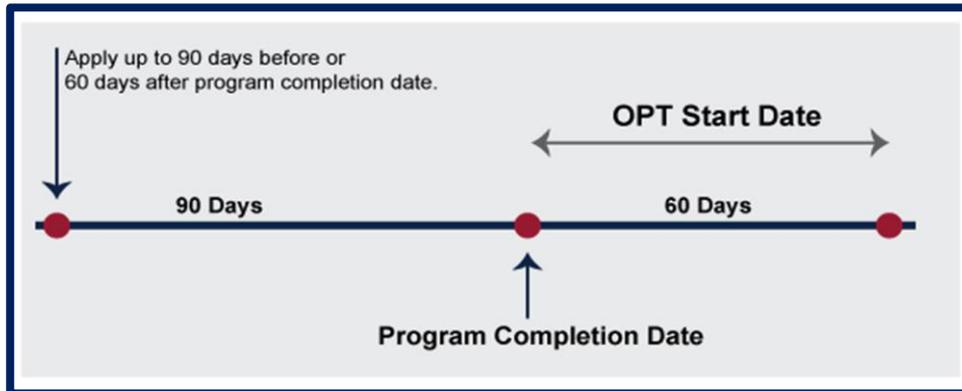




Choosing Dates for Post-Completion OPT

➤ Start date of employment must be within 60 days of program completion

Program End Date	Earliest Possible Start Date	Latest Possible Start Date
May 31	June 1	July 30





Considerations When Selecting a Start Date

- Early Start Date vs. Late Start Date
 - Time of application submission
 - Processing times
 - You cannot start work until you receive your EAD card!
- 90 days of unemployment rule
 - You may not accrue more than 90 days of unemployment during the 12 months of OPT.
 - If more than 90 days, OPT and F status is **automatically terminated.**

After completion of studies

Start date: _____

End date: _____

You cannot change your dates once you have submitted your application!



Form G-1145

- E-notification of Application/Petition Acceptance
- Allows you to receive email/text message notification with receipt number for case <http://www.uscis.gov/files/form/g-1145.pdf>

WARNING!

USCIS will rarely contact you by phone regarding the status of your OPT application.

If you receive a phone call from a person claiming to work for USCIS or any other government agency, do not provide your personal information to them. Note the person's name, phone number, and email address, and contact the OIP before responding.

e-Notification of Application/Petition Acceptance
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1145
OMB No. 3045-0180
Expires 09/30/15

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also send you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended (INA section 101, et seq).

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration forms. The information you provide will be used to send you a text and/or e-mail message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or e-mail message accepting your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices (DHS-USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions and completing and reviewing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140, OMB No. 3045-0180. **Do not mail your completed Form G-1145 to this address.**

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)

Form G-1145 09/30/14 Y Page 1 of 1



Complete the Form I-765



Top Portion: leave this entire section blank

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number		
	Remarks		

Leave blank

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any)
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PART 1 Reason for Applying, pg. 1

Check the “1a.” box for “Initial Permission to accept employment.”

Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a. Initial permission to accept employment.
- 1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)



Complete the Form I-765

PART 2. Information About You, pg. 1

#1.a.-1.c. Name

Your entire family name should be in CAPITAL letters. Use upper and lower case for the first name. Please write your name exactly as it appears on your I-20.

#2.a.-4.c. Other Names Used

Enter your previous names, including nicknames you have used in official records or documentation. If none, write “N/A”

If you are typing out the I-765 electronically, be aware that the form does not allow you to write the “/” character into these fields. You will need to hand-write the “N/A” wherever this appears in the instructions.

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

Additional Information.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
-
- 3.a. Family Name (Last Name)
- 3.b. Given Name (First Name)
- 3.c. Middle Name
-
- 4.a. Family Name (Last Name)
- 4.b. Given Name (First Name)
- 4.c. Middle Name

Complete the Form I-765

PART 2. Information About You, pg. 2

U.S. Mailing Address

This is where you would like the Receipt Notice and the EAD card to be mailed. *This is very important!*

The address should be valid for at least 3-5 months, the length of time will take to process the application. If you have plans to move during this time, use a reliable friend or family member's address to receive the EAD (indicate this in #5.a.) It is also possible to use a P.O. Box for mailing addresses. **You may also want to use Salve's address.**

5.a. If the mailing address belongs to someone other than yourself, put their full name (First Name Last Name) here. If this is your address, write "N/A"

#5.b-5.e Write a valid mailing address in the US. It may be a residence, commercial address, or PO Box.

#6 If you listed a mailing address that is **NOT** your current physical living address, select "No" and complete **#7.a-7.e.** with your current physical address. If "Yes," write "N/A" in **#7.a-7.e.** Physical address should reflect where you actually live.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

Oski Bear (or N/A if this is your address)

5.b. Street Number and Name

123 College Ave

5.c. Apt. Ste. Flr.

8

5.d. City or Town

Newport,

5.e. State

RI

5.f. ZIP Code

02840

[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?

Yes No

If no, complete 7.a-7.d

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name

987 Example Street

7.b. Apt. Ste. Flr.

45A

7.c. City or Town

Newport

7.d. State

RI

7.e. ZIP Code

02840





Complete the Form I-765

PART 2, pg. 2, continued...

Other Information

8 F-1 students do not have an A-Number, leave this blank

9 F-1 students do not have a USCIS Online Account Number, leave this blank.

10-11 The responses to these questions should be straightforward. Please complete them accurately.

#12

Check “No” if you have never applied for an EAD.

Check “Yes” if you have previously applied for an EAD. *You will need to provide copies of your previous EA*

Note on 12: This question does not apply to previous on-campus employment or CPT.

Other Information

8. Alien Registration Number (A-Number) (if any)

▶ A-

9. USCIS Online Account Number (if any)

▶

10. Gender Male Female

11. Marital Status Single Married Divorced Widowed

12. Have you previously filed Form I-765? Yes No

If yes, you will need to provide copy(s) of your previous EAD(s)



Complete the Form I-765

PART 2, pg. 2, continued...

13.a.-17.b. Social Security Number (SSN)

13.a. Check “Yes” if you have been issued an SSN and enter your SSN with one letter in each box.

13.b. Check “No” if you do not yet have an SSN.

14. Check “Yes” if you want a new or replacement SSN card and complete.

15-17.b. Check “No” if you do not want a new or replacement SS card

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

If yes, complete 13.b. Yes No *If no, skip to 14*

NOTE: If you answered “No” to **Item Number 13.a.**, skip to **Item Number 14.** If you answered “Yes” to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

13.b. Provide your Social Security number (SSN) (if known).

▶

1	2	3	4	5	6	7	8	9
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14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

If no, skip to 18
If yes, complete 15-17.b Yes No

NOTE: If you answered “No” to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered “Yes” to **Item Number 14.**, you must also answer “Yes” to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes No

NOTE: If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

You should receive your Social Security card from SSA about 2 weeks after receiving your approved EAD from USCIS.



Complete the Form I-765

PART 2, pg. 2-3 continued...

The responses to these questions are straightforward. Please complete them accurately.

#18 Countries of Citizenship, pg 2

List all as applicable (*use Part 6 of the I-765 if needed*) or write “N/A” in 18.b. if you do not have multiple citizenships.

#19-20 Place of Birth, pg 3

List the name of the country as it was named when you were born, even if it’s name has changed

Make sure your Date of Birth is in the correct format of MONTH - DAY - YEAR. (*01/31/1998 not 31/01/1998*)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

18.a. Country

Australia

18.b. Country

N/A

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

Brisbane

19.b. State/Province of Birth

Queensland

19.c. Country of Birth

Australia

20. Date of Birth (mm/dd/yyyy)

01/31/1998



Complete the Form I-765

PART 2, pg. 3 continued...

Information About Your Last Arrival

#21.a. I-94 Number

Use your current I-94 number. This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card (see example). 

#21.b.-e. Passport Information

Enter the information directly from your passport. This passport should match the country on your I-20.

In cases where you entered the US on a passport that is now expired, **enter the number of your renewed passport**. (You will provide information on the expired passport on pg. 7 of the application.)

#21.c. Travel Document

Write "None" here.



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number: **2123456789**

Most Recent Date of Entry: 2017 March 06

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: WANG
First (Given) Name: WENYI
Birth Date: 1958October26
Passport Number: M123456
Country of Issuance: China

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(e).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

▶ 2123456789

21.b. Passport Number of Your Most Recently Issued Passport

YG000954R

21.c. Travel Document Number (if any)

None

21.d. Country That Issued Your Passport or Travel Document

Australia

21.e. Expiration Date for Passport or Travel Document
(mm/dd/yyyy)

11/01/2022





Complete the Form I-765

PART 2, pg. 3 continued...

#22 Date of Last Entry into the U.S.

Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

#23 Place of Last Arrival into the U.S.

Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, travel history section of your electronic I-94 record, or paper I-94 card (usually as a code, i.e. “BOS” for San Francisco). If you drove across the border, write the name of the city where entered the U.S.

#24 Immigration Status at Last Entry

Status in which you entered the US. If you entered with an I-20 as a student, write “F-1 Student.”

#25 Current Immigration Status

Current status should be “F-1 student.” If not, talk to a BIO advisor, and this status should be reflected in your current I-94.

#26 SEVIS ID

Your SEVIS ID appears on the top left side of your I-20 and starts with N00...

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
23. Place of Your Last Arrival Into the United States
24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
26. Student and Exchange Visitor Information System (SEVIS) Number (if any)



Complete the Form I-765

PART 2, pg. 3 continued...

#27 Eligibility Category

Use the code (c) (3) (B) for *post-completion* OPT.

DO NOT USE a different code!

Information About Your Eligibility Category

27. Eligibility Category. Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(C) (3) (B)

#28-31.b. Other Eligibility Categories

Write “N/A” in these fields. N/A means not applicable. These questions are NOT applicable to applying for your 12-month Post Completion OPT. #28 is for STEM OPT applicants only.

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

Yes No
Leave blank

NOTE: If you answered “Yes” to Item Number 30., refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

Yes No
Leave blank

NOTE: If you answered “Yes” to Item Number 31.b., refer to **Employment-Based Nonimmigrant Categories, Items 8 - 9**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

Complete the Form I-765

PART 3. Applicant's Statement, pg. 4

#1.a. Select 1.a. to indicate that you have read and understood the questions.

#3-6 Provide your information as requested

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

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. The interpreter named in **Part 4**, read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
2. At my request, the preparer named in **Part 5**, , prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)
6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.



Complete the Form I-765

PART 3, pg. 4 continued...

Applicant's Declaration and Certification

Read the entire declaration carefully.

Applicant's Signature

#7.a.-7.b. Hand sign your name and provide the date of the signature.

Important!

Your signature will be scanned and must **fit within the box**. It must NOT touch the box outline. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal. Please see the example.

Troubleshooting Signature Line:

In some cases the "Don't forget to sign!" automatic reminder will not disappear when you print the form.

You should remove the auto filled "Don't forget to sign!"

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS

Applicant's Signature

7.a. Applicant's Signature

➔	<i>Your signature here</i> (don't touch the lines)
7.b. Date of Signature (mm/dd/yyyy)	MM/DD/YYYY

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

We recommend trying:

- To open the form in the most recent version of Adobe Reader.
- To print a blank version of the form's second page from your web browser.



Complete the Form I-765



PARTS 4 and 5, pgs. 4-6

These sections are not applicable to you, since you've completed the form yourself, so write "N/A." This section is for those who use an interpreter or other paid preparer to complete the form.

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

Provide the following information about the interpreter.

Interpreter's Full Name

- 1.a. Interpreter's Family Name (Last Name)
- 1.b. Interpreter's Given Name (First Name)
2. Interpreter's Business or Organization Name (if any)

Part 4 pg. 4

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

Interpreter's Mailing Address

- 3.a. Street Number and Name
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State
- 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number
5. Interpreter's Mobile Telephone Number (if any)
6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:
I am fluent in English and which is the same language specified in Part 3, Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

Interpreter's Signature

- 7.a. Interpreter's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

Part 4 pg. 5

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

Provide the following information about the preparer.

Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name)
- 1.b. Preparer's Given Name (First Name)
2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

- 3.a. Street Number and Name
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State
- 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number
5. Preparer's Mobile Telephone Number (if any)
6. Preparer's Email Address (if any)

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 ay 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)

Part 4 pg. 6



Complete the Form I-765

Page 7, Part 6 needs to be completed **ONLY** if you:

- most recently entered the US on a passport that is no longer valid and you now have a renewed passport
- have previously had other SEVIS IDs
- have ever been authorized for CPT or OPT, or STEM OPT Extension
- *If none of these apply to you, leave Page 7, Part 6 blank, but you must include it in your application. You are done with the I-765.*



Complete the Form I-765

How to complete Page 7, Part 6 if you:

most recently entered the US on a passport that is no longer valid and you now have a renewed passport

If this does not apply to you, leave Part 6 blank. You are done with the I-765; skip to the next slide.

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a-3.c. Reference Pg. 3, Part 2, Item 21.d.

#3d. Write an explanation that clarifies that you have two passports: one that you used for entry but is no longer valid, and one that is currently valid.

#3.d. Include copies of both passports and your I-94 with your application.

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d.

Complete the Form I-765

How to complete Page 7, Part 6 if you:

- have previously had other SEVIS IDs

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a.-3.c. Reference Pg. 3, Part 2, Item 26

(If you already used sections 3.a.-3.d. use the next available section, 4a-d, etc.)

#3.d. List all previously used SEVIS numbers, including from all previous F-1 /F-2 or J-1/J-2 programs in the U.S., including high school, short stays, language training schools, community colleges, or previous I-20s at Salve.

You may need to contact your previous schools if you are missing any of this information.

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)	FAMILY NAME		
1.b. Given Name (First Name)	First Name		
1.c. Middle Name	N/A		
2. A-Number (if any) ▶ A-	<input type="text"/>		
3.a. Page Number	3.b. Part Number	3.c. Item Number	
3	2	26	
3.d.	Previous F-1 SEVIS IDs: N0048798787, N0009898989, Previous J-1 SEVIS ID: N0012345679		
<i>(These are examples only- use your own information from your previous I-20s or DS-2019s)</i>			
<input type="text"/>			

Complete the Form I-765



IF YOU COMPLETED any part of **PAGE 7, PART 6**, you must add your signature **IN BLUE** and the date in the blank space at the bottom of page 7.

Blank lined area for signature and date.

Blank lined area for signature and date.

Oski Bear August 1, 2018





Complete the Form I-765



You are done with the I-765!

1. Review all the information on the form for accuracy. You must submit ALL 7 pages of the I-765.
2. Make a copy of your completed I-765 application to keep for your records, in case there is a problem with the application.



I-94 Record

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: [REDACTED]

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: Federico

Birth Date (MM/DD/YYYY): [REDACTED]

Passport Number: [REDACTED]

Passport Country of Issuance: Italy

Date of Entry (MM/DD/YYYY): 05/11/2013

Class of Admission: F1

- <https://i94.cbp.dhs.gov/I94>
- F-1 status and D/S
- Students entering U.S. by land will have a white, paper I-94 card



Money Order or Check or Credit Card

- **USCIS Payment Methods:** Check/Money Order or Credit Card Payment for \$410.
- **Check/Money Order** should be made payable to "U.S. Department of Homeland Security" with SEVIS number in the memo line. Money orders can be purchased at banks, post office, and some local grocery stores. Make sure a name and address are printed on the check. If the address has changed, that is fine.
 - Do not use “temporary checks” often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner.
- **For Credit Card** payment, submit form [G-1450](#), authorized payment amount \$410. You may only use a credit card account with a U.S. billing address—no foreign billing address is allowed.

Your Name Here
Your Street Address Here
Your City, State, Zip Code, Here
Your telephone number Here

MM/DD/YYYY 1936
DATE

PAY TO THE ORDER OF U.S. Department of Homeland Security \$ 410.00
Four-hundred and ten dollars 00/100 DOLLARS

FOR Your SEVIS ID Number
Your Signature Here

⑆000000186⑆ 000000529⑆ 1000

UNITED STATES POSTAL SERVICE POSTAL MONEY ORDER

Serial Number Year, Month, Day Post Office U.S. Dollars and Cents

000000000000 This section will be completed by issuer of money order.

Amount

Pay to U.S. Department of Homeland Security Check

Address USCIS Mailing Address From Your name

Memo OPT Application: Your SEVIS ID number Address Your mailing address

⑆000000000⑆ 0000000000⑆

SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS



The Application Deadline

- USCIS must **receive** your complete OPT application no later than 30 days after the OPT I-20 ISSUE DATE on page 1.
 - The issue date is located next to the advisor's signature on page 1 of the OPT I-20. Please account for mailing time.
- Additionally, USCIS must receive your application before the end of your 60 day grace period.
- Track the status of your mailed application to be certain it was delivered on time.

Your application must be submitted to USCIS from within the U.S. If you exit the U.S. after your program completion date without applying for OPT, you cannot return and will lose your option for OPT.

We recommend that you apply early.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N

SURNAME/PRIMARY NAME	GIVEN NAME	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, Berkeley, CA 94720
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor	SCHOOL CODE AND APPROVAL DATE SFR214F00615000 27 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL DOCTORATE	MAJOR 1 Political Science and Government, General 45.1001	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 18 DECEMBER 2015	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,903
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 48,903	TOTAL	\$ 48,903

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school named above, the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student is required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to execute this form.

SIGNATURE OF: _____, International Student & Scholar Advisor

DATE ISSUED: 05 October 2015

PLACE ISSUED: Berkeley, CA

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

SIGNATURE OF: _____ DATE: _____

NAME OF PARENT OR GUARDIAN: _____ SIGNATURE: _____ ADDRESS (city/state or province/country): _____ DATE: _____

ICE Form I-20 (3/31/2018) Page 1 of 3



TOP 3 MOST COMMON OPT DENIAL REASONS

1. Payment problems:
 - Check or Credit Card payment: Money is not in account at time of processing
 - incorrect fee amount
 - Check, money order, or credit card form not completed properly
 - Wrong dates on check, money order (U.S Date style = MONTH/DAY/YEAR = MM/DD/YYYY)
2. Copy of OPT I-20 (pages 1-3) is TOO OLD
 - **New applications:** USCIS must **receive** your complete OPT application no later than 30 days after the OPT I- 20 ISSUE DATE on page 1 of the I-20.
 - **Resubmission after OPT Rejection or Denial-** If your OPT is REJECTED OR DENIED you must NOTIFY BIO that your OPT has been rejected or denied. You will need to request a NEW OPT I-20 recommendation FROM BIO **before** you resubmit your OPT application. Again- USCIS must **receive** your new, complete OPT re-application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20.
3. I-765 problems:
 - Incomplete or incorrect form fields
 - Not signed

Applications may be rejected or denied for other reasons. These are the most common reasons as observed by OIP

If your application is rejected or denied you might still be able to re-apply to USCIS before the end of your 60-day grace period.

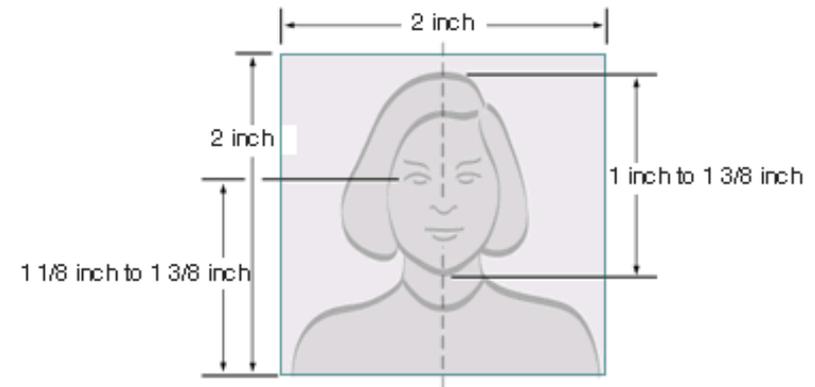
If you receive a Rejection or Denial (or Request for Evidence) notify OIP *immediately*, and ask for advice before your response.





Passport Photos

- Two official passport-sized color photos. You must remove your glasses and your head must be bare unless you are wearing headwear as required by a religious order of which you are a member
- Write your name and SEVIS number gently in pencil or a felt pen on the back.
- passport-style photos must be 2” by 2”
- Do not staple them to application. Put in small envelope.



Additional Documents Needed

- Copy of identification page(s) of your passport
- Copy of F-1 visa and ALL previously issued U.S. visas (except Canadians)
- Copy of ALL I-20s ever issued (including from other schools)
 - Page 1 and travel signature page of I-20
- Copy of all previously issued EAD cards (front and back) (if applicable)
- Copy of change of status approval (if applicable)



Gather the required documentation

- Photocopy of Salve OPT I-20 (all pages):
- Must be received by USCIS within 30 days of DATE ISSUED on page 1.
- Original must be signed by a advisor in *before copying.*
- Original must be signed by the student at the bottom of page 1 *before copying.*
- The requested OPT start and end dates will appear on page 2.
- Do not mail the original I-20.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N

SURNAME/PRIMARY NAME	GIVEN NAME	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	

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UNIVERSITY OF CALIFORNIA AT BERKELEY CONTACT UPON ARRIVAL	SCHOOL CODE AND APPROVAL DATE SFR214F00615000 27 JANUARY 2003

International Student & Scholar Advisor

PROGRAM OF STUDY

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TOTAL	\$ 48,903	TOTAL	\$ 48,903

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by § CFR 214.2(i)(6). I am a designated school official of the above named school and am authorized to issue this form.

X _____ DATE ISSUED _____ PLACE ISSUED _____
Scholar Advisor, International Student & 05 October 2015 Berkeley, CA

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to § CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X _____ DATE _____
SIGNATURE OF: X _____ DATE _____
NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or province/country) DATE

Step 1: Recommendation

- Make appointment with Office of International Programs
- **Bring originals and one photocopy** of all items on the OPT checklist
- A cover letter to the application is optional, but it is required if you cannot locate I-20s, previous visas or EAD cards
- You will be issued a new I-20 with OPT recommendation





Step 2: Mailing your Application to USCIS

- Watch [OPT Tutorial: Mailing your application to USCIS](#) for further instructions.

