

# F-1 Optional Practical Training (OPT) Application Checklist and Agreement

Date received: \_\_\_\_\_

Make an appointment with an International Programs Office and have all items below completed and prepared BEFORE the appointment (incomplete OPT Packets will be delayed).

\*\*\* Make a photocopy of all of the documents you send for your records. \*\*\*

- New I-20 with the IPO advisor's recommendation for Optional Practical Training on page 3
- Form I-765
- All immigration documents (I-94, valid passport, and visa)
  1. A photocopy of both side of your I-94 Card
  2. A copy of photo page (identification page) of your passport also include any extra pages that record extensions of the validity of your passport
  3. A copy of F-1 visa page of your passport even if it's expired
- A copy of all previous I-20s that have been issued to you ( if you do not have these, check with the DSO to get copies of I-20s or your previous schools international office)
- A copy of your previous OPT card or other work card (EAD) if you had one
- Two passport type photographs. Print your name and I-94 card number lightly in pencil on the back of each photo. Put the photos in an envelope and attach it to front of I-765.
- Copy of your intent to graduate form
- Fee \$380. Check or money order made payable to The USCIS. Attach the check to the front of the I-765.  
**NO CASH!!**

Staple all above documents together and send by **certified mail** with a return receipt OR **federal express** ( so that you have a tracking number and proof that they received your application) After mailing in the documents, you will receive a notice (Form I-797) stating you need to wait 60 to 90 days to receive your EAD. In general, it can take 3-4 months to get your card.

## Agreement

I, \_\_\_\_\_, understand that while on Optional Practical Training will be required to abide by all immigration regulations governing the F-1 visa. I also understand, agree, and accept the following specific items:

- I read and understand the IPO OPT section for F-1 Students found under Current Students at [www.methodist.edu/int](http://www.methodist.edu/int)
- I will provide a copy of the employment authorization document (EAD) card to the International Programs Office
- I cannot start employment until I receive my employment authorization document (EAD) card and by the "valid from" date listed on the card has been reached
- I will report any changes of address, legal name, employer's name and address, and/ or any interruption of employment within 10 days of the change

Signature: \_\_\_\_\_

Date: \_\_\_\_\_