

INSTRUCTIONS FOR OBTAINING OPTIONAL PRE OR POST COMPLETION PRACTICAL TRAINING FOR STUDENTS IN F-1 STATUS

TO APPLY FOR OPT YOU MUST DO THE FOLLOWING:

1. Apply for graduation by using CUNYFIRST website: <https://hrsa.cunyfirst.cuny.edu>.
2. Get an I-765 Form online from: <https://www.uscis.gov/sites/default/files/files/form/i-765.pdf> and carefully complete the I-765 Form including under “Eligibility Category”
 - (C)(3)(A) for **pre-completion OPT**
 - (C)(3)(B) for **post-completion**
3. Print your I-765 form and sign it with blue ink. We recommend you save it in your PC as well.
4. Inform your Designated School Official (DSO) the dates you would like to request to work on OPT because DSO will issue you a new OPT I-20.
5. Obtain two current color photos that are not more than 30 days old. Photos must be 2 inches by 2 inches full frontal passport photos, on white background. Write your name and SEVIS ID# on the back of photos.
6. Make copies of the following:
 - Form I-94 which can be retrieved at <https://i94.cbp.dhs.gov/i94/#/recent-search>
 - All your previous I-20s and you new I-20 with the OPT request
 - The main page of your current passport (showing your name, country, birthdate, passport issue date and passport expiration date)
 - The visa stamp you most recently used to enter the U.S.
7. Provide a \$410.00 check or money order payable to: U.S. Department of Homeland Security or pay online at <https://www.uscis.gov/g-1450>. On the bottom of the check or money order write: I-765 fee and your SEVIS ID#.
8. Email intstudy@csi.cuny.edu all documents listed above or drop them off at the CGE and schedule an appointment to discuss your forms. Please allow at least 48 hours for your documents to be reviewed.

*Optional if you want to receive a text message and/or email when USCIS accepts your form, complete an G-11455 Form which can be found at www.uscis.gov/g-1145

STUDENTS ARE RESPONSIBLE FOR MAILING ALL DOCUMENTS TO USCIS.

For U.S. Postal Service (USPS):

USCIS
P.O. Box 660867
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 7506

Please take into consideration that USCIS process time is approximately 3-5 months. For more information on processing times go to <https://egov.uscis.gov/processing-times/i765>.