

# OPTIONAL PRACTICAL TRAINING (OPT)



**Office of International Students and Scholars MS/074**  
120 Fitzgerald Student Services Bldg.  
Reno, NV 89557-0144  
(775) 784-6874  
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EMAIL: [oiss@unr.edu](mailto:oiss@unr.edu)  
<http://www.unr.edu/oiss>

OPT is defined as “temporary employment for practical training directly related to the student’s major area of study”.

## Eligibility:

- ✓ Student must have been in F-1 status for 9 months (one academic year)
- ✓ Employment must be in the field of study
- ✓ Student must apply before program completion date

## How to apply for OPT (2 Options):

### I. Mail-in Option

1. Obtain your academic advisor’s recommendation for OPT (see the attachment).
2. Schedule an appointment with OISS advisor. Please bring to the appointment:
  - A completed I-765 immigration form available from OISS or at <http://uscis.gov/graphics/formsfee/forms/i-765.htm>
  - Check for \$340.00 (personal check or money order) payable to USCIS
  - 2 passport style photos (write your name and I-94# on the back, put photos in an envelope)
  - Copies of the bio page from your passport, visa, I-94 card (front & back)
  - Copy of your pre-SEVIS I-20 (s)
  - If changed status to F-1 within the U.S., also a copy of I-797 approval notice
3. OISS advisor will review your application and recommend OPT in SEVIS. You will then receive a new I-20 with OPT recommendation on page 3.
4. Mail all documents listed in point 2 and a copy of the new I-20 with OPT endorsement to:  
**USCIS California Service Center**  
**P.O. Box 10765**  
**Laguna Niguel, CA 92607-1076**

**Note:** In two to four weeks you will receive a receipt notice confirming that the immigration service has received your OPT application. This receipt notice will have your case number printed in the upper left corner (WAC followed by numbers). You can find out the status of your application at <https://egov.uscis.gov/cris/jsps/index.jsp> by typing in your case number.

### II. E-File/Mail-in Option

1. Obtain your academic advisor’s recommendation for OPT (see the attachment).
2. E-file I-765 form on line at <http://efiling.uscis.dhs.gov/efile/> and pay \$340.00 filing fee with your credit card or checking account. Please follow the instructions carefully. Towards the end you will be prompted to print-out a copy of e-filed I-765 form along with the receipt and you will receive the confirmation/receipt number (WAC followed by numbers) immediately. If you need help with e-filing, please ask an OISS advisor for assistance.
3. Schedule an appointment with an OISS advisor. Please bring to the appointment:
  - Confirmation receipt of e-filing the I-765 form
  - Copies of the bio page from your passport, visa, I-94 card (front & back)
  - Copy of your pre-SEVIS I-20(s) as well as any SEVIS I-20(s) you may have
  - If you changed status to F-1 within the U.S., also bring a copy of the I-797 approval notice



# ADVISOR'S RECOMMENDATION FOR OPTIONAL PRACTICAL TRAINING



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## I. TO BE COMPLETED BY THE STUDENT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student R# or SSN \_\_\_\_\_ SEVIS ID \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Department \_\_\_\_\_ Degree sought \_\_\_\_\_

Date to begin OPT \_\_\_\_\_ Date to end OPT \_\_\_\_\_

Type of requested OPT: Post-Completion \_\_\_\_\_ Pre-Completion \_\_\_\_\_

Academic Program Completion Date (the anticipated date when you will complete all degree requirements): \_\_\_\_\_ (mo/yr)

## II. TO BE COMPLETED BY THE ACADEMIC ADVISOR

*Please verify that the student will in fact complete his/her graduation requirements by the date listed above. By signing this form you recommend the student for future employment in his/her field of study. At the time of applying for OPT the student does not need to have a job offer from a specific company. If you have any questions about this form or OPT in general, please contact OISS at 784-6874.*

Name of Academic Advisor \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_