

OPTIONAL PRACTICAL TRAINING (OPT) GUIDE

Are You Eligible?

1. Are you an F-1 student? **Yes/No**
2. Are you a college level student? **Yes/No**
3. Are you pursuing an AA/AS/AAS degree or a Short Term Certificate? **Yes/No**
4. Are you graduating this quarter or next? **Yes/No**
5. Have you maintained F-1 status for the past 3 consecutive quarters (including authorized Reduced Course Load)? **Yes/No**

If you answered yes to all of the questions above, you are probably eligible to apply for OPT. It may take up to 2-4 months for your application to be approved from USCIS. Please plan ahead!

Directions:

1. Submit the **Optional Practical Training Request Form** (attached) to the front desk of the ISC. You will be contacted whether or not your request is approved.

2. If you are approved for OPT, please prepare the following materials:

- **Completed Form I-765/ Application for Employment Authorization**

Download from: <http://www.uscis.gov> (go to "Immigration Forms" and find I-765).

We strongly recommend that you use the IEP office's address (see below) on the I-765 form because the post office will NOT forward any mail from USCIS.

c/o IEP, SCCC 1701 Broadway 2 ISC100 Seattle, WA 98122

- **Two color passport-style photos** (with white background: put your name, SEVIS ID number, and I-94 number on the back.)
- **Check or Money Order for \$340** payable to "USCIS" (please write your SEVIS number on the top of the check)
- A copy of your **valid passport** (must be valid at least for 6 months)
- A copy of your **F-1 visa** (if the visa is in your old passport, bring it too)
- A copy of front and back of **Form I-94** (a little white card, stapled in your passport)
- Any previous Employment Authorization Document (EAD card), if applicable.

3. Once you have all the application materials ready, please come to the ISC to make an appointment with an Immigration Advisor. Please do NOT submit any materials to the ISC in advance.

4. When we hear from USCIS about your Notice of Action (NOA) and Employment Authorization Document (EAD) card, we will contact you.

We encourage you to attend the employment workshop!

Workshop schedules are posted in the e-news, at the International Student Center (ISC), and on our website at www.seattlecentral.edu/international

