Optional Practical Training Application

Bring **ALL** of these documents to your appointment. Please make copies and have them prepared **before** you come to the office.

**Required documents:**
- I-765 form (instructions below)
- Two passport photos
  - Write your name and I-94 number in black ink on the back of each photo
- Money Order
  - $380
  - Made out to “Department of Homeland Security”
- **Two** copies of:
  - **All** I-20’s (1st and 3rd pages only)-This means every I-20 you have received
  - Current I-94
  - Passport- photo page
  - Visa
  - **If you have had OPT before**
    - OPT card

**I-765 Instructions:**

*Put the information in the numbered blanks on the form*

1. Family Name in all CAPITAL LETTERS, followed by your first and middle name in regular print
   (Example: MARTISEK, Jason)
2-3. Office mailing address (already filled in)
4-10. Personal information
11. Have you applied for OPT before
   a. If no, write N/A in the questions above number 12
   b. If yes,
      i. “Which USCIS office?” If while at SAU it is Dallas
      ii. Date applied for OPT
      iii. Results-Grated if approved; Denied if rejected
12. On current I-94, look at the date you arrived in the US
13. On current I-94, where (city) did you enter the US
14-16. (Already filled in)
17. Ignore this section

“Your Certification” Section

Put your phone number and date

Print, sign, and bring the I-765 form to your OPT appointment with all your other documents.