



UCI INTERNATIONAL CENTER
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OPTIONAL PRACTICAL TRAINING STUDENT/IC AGREEMENT

The IC processes OPT applications within 15 business days. The IC is unable to rush requests. Once all documents are reviewed and if these are correct, an I-20 recommending OPT will be issued. A copy of this I-20 will be included in your OPT packet. The IC staff will provide you with a pick up date when your OPT application is turned in*.

*Missing documents or incorrect information will delay or stop the OPT process at the IC. Once you complete each step, sign your initials.

Name of applicant: (Last) _____, (First) _____

Student ID: _____

Phone number: _____

UCI email address: _____

I will be completing my degree on: ____ Fall ____ Winter ____ Spring ____ Summer Year: _____

OPT Preliminary Steps

The following preliminary OPT steps will assure an ease and timely OPT process.

- | | Your initials |
|--|---------------|
| 1. I have been a full time student for 3 or more consecutive quarters | _____ |
| 2. Your current I-20 states your correct degree(s) and degree level | _____ |
| 3. Your current I-20 displays your correct personal information as it appears in your passport | _____ |
| 4. Your passport is valid. The IC recommends validity of your passport for 6 months into the future | _____ |
| 5. If this is your second OPT (for a higher degree), verify that your previous I-20(s) states your previous degree level correctly | _____ |
| 6. Meet with your academic advisor to <u>confirm</u> your graduation date | _____ |
| 7. Review the OPT information online http://www.ic.uci.edu/forms | _____ |
| 8. Irregularities in your immigration documents must be fixed prior to turning in your OPT packet | _____ |

Check one:

Pre-completion OPT

Check this box if your employment is to start before your graduation date. You must apply as early as 90 days prior to your proposed employment start date. You don't need a job offer to apply for this kind of employment. However, the IC strongly recommends you have one.

Standard post-completion OPT

Check this box if your employment is to start after your graduation date. You don't need a job offer to apply this kind of employment.

STEM extension OPT *

For students currently on post completion OPT who are eligible for a 17 Month extension. Check this box only if your employer participates in the E-verify program and you have a STEM degree (Science, Technology, Engineering and Mathematics). *If your employer is not part of the e-verify program, you are not eligible for the extension.

OPT Proposed Dates:

Start date: _____ End date: _____

Part Time (20hrs or less) OPT Pre-completion is always part time except for summers

Full Time (up to 40 hrs) OPT Post-completion is always full time

The IC will not take incomplete OPT applications.

Continue next page...

For office use only.

Today's date: _____

Pick up date (15 business days after today's date): _____

OPT Application Checklist and Instructions

Step 1: Prior to turning in your OPT application, create two different sets. Write N/A (Not Applicable) if an item does not apply to you.

Set 1:
The original set will include (in this order):

- ___2 U.S. passport quality photos (Write your name in black pencil in the back.)
- ___1 Original *OPT Student Agreement* (this form)
- ___1 Original edition of I-765 form
- ___1 photocopy of passport (biographical page only)
- ___1 photocopy of the F1 visa you last entered the U.S.
- ___1 photocopy of I-94 card
- ___1 photocopy of each of all your I-20s* (including those from previous schools)

Set 2:
The copy set will include (In this order):

- ___1 Photocopy of *OPT Student Agreement* (this form)
- ___1 Photocopy of I-765 form
- ___1 photocopy of passport (biographical page only)
- ___1 photocopy of the F1 visa you last entered the U.S.
- ___1 photocopy of I-94 card
- ___1 photocopy of each of all your I-20s* (including those from previous schools)
- ___1 original *Graduation Confirmation/OPT form*

Important Supplemental Information (not applicable to all)

- ___If previously awarded an EAD card(s) for lower degree, include 2 photocopies of the card(s). One on each set.
- ___If you changed your status to F1 in the U.S., include 2 photocopy of each: Approval notice and I-94 card. One on each set.

*The IC is unable to assist with replacement of lost I-20s or EAD cards. If you don't have copies of these documents, these will not be included in your OPT application.

Step 2: Bring both sets to the IC. You will be given the Original OPT student agreement back stating the exact pick up date.

Step 3: You will return to the IC in 15 business days to pick up your original set. A new I-20 will be generated. You will be asked to sign 3 I-20s with black ink. The original I-20 is for your records. 1 copy is for your original OPT set, and the other copy if for your student file.

Step 4: Prepare a \$340 Check or Money Order payable to "Department of Homeland Security" or "DHS". You will include this payment with your OPT application. Do not turn in the payment to the IC for review.

Step 5: You will include the payment in your OPT application and will mail it to the USCIS office indicated below. The IC strongly recommends that you send your OPT application via certified mail. Do not include the *OPT Student Agreement* (this form). This form is for you to keep.

If the address used in the I-765 is in California, the mailing address is:

USCIS – California Service Center
24000 Avila Road
2nd Floor Room 2312
Laguna Niguel, CA 92677

If the address used in the I-765 is not in California, visit the USCIS website for mailing instructions

<http://www.uscis.gov/portal/site/uscis>

OPT obligations:

International Students on F1 student status are mandated to report their employment to the IC.

Do you have a job offer?

- No.** As soon as you obtain employment, you must report your employment information to the IC.
- Yes**

Employer information:

Employer Name: _____

Address: _____
Number Street name city state zip code

Job Title: _____

Employment Start Date: _____
dd/mm/yyyy

Supervisor's name: _____

Supervisor's Contact Information: _____

While on OPT you are still mandated to report the following information to the IC:

- If you move, you need to report your new address within 10 days from moving
- Employment and change of employers. This reporting must occur within 10 days of employment start date
- If you change your immigration status, provide the IC with copies documentation to update your SEVIS record

I (write your name) _____ certify that I read and understand this agreement and that the information I have provided is truthful to the best of my knowledge. _____

(Signature)

Final note: The IC encourages printing this document double sided. Thank you.

