

12-Month Post-Completion OPT Application Checklist – Paper Filing

Application Process



Application Window

USCIS can accept your application as early as 90 days before your program completion date (not graduation date) and no later than 60 days after your program completion date.

To Obtain an OPT I-20 from UCR ISS Office

Before applying for OPT, we strongly attending an [OPT Workshop](#). You can email your documents to internationalstudents@ucr.edu. Please allow 3-5 business days to review your documents and issue your OPT I-20. For more information on OPT, please visit the [ISS website](#).

- [OPT Request Form](#)
 - Signed by your Academic Advisor (Undergraduate Students) or Graduate Advisor (Graduate Students)
- [Form I-765](#) (Typed)
 - [Sample I-765](#)
- [Form G-1145](#) (Typed)
- Copy of valid passport and most recent F-1 visa stamp
- Copy of [Form I-94](#)
- (If applicable)** Copies of previous CPT I-20, EAD cards, OPT I-20, I-20 with different SEVIS number, or any other documents needed.

OPT Application Documents to Mail to USCIS

After you receive your OPT I-20, please assemble the application documents in order as listed below. Documents should be paper clipped, not stapled. Please double-check if documents have been signed. For more information on OPT, please visit the [ISS website](#).

- \$410 [USCIS Application Filing Fee](#)
 - **Important Note:** Filing fee may change. Updated Filing Fee amount can be found on the [USCIS I-765 website](#).
 - Personal Check, Money Order, or Cashier’s Check payable to “U.S. Department of Homeland Security”
 - Credit Card Payment - [Form G-1450](#)
- Two Passport-style (2 x 2 inches) photos
 - [U.S. Department of State Passport Photos Guidelines](#)
 - Gently write your name and SEVIS ID or I-94 Number on back of each photo
- [Form G-1145](#)
- [Form I-765](#)
 - **Important Note:** Please use the correct edition on the [USCIS I-765 website](#).
 - Signature on I-765 must be handwritten
- Copy of OPT I-20 (signed by you and DSO)
 - **Important Note:** The OPT I-20 will expire in 30 days from the I-20 issue date and must be submitted before it expires.
- Copy of valid passport and most recent F-1 visa stamp
- Copy of most recent [Form I-94](#)
- (If applicable)** Copies of previous CPT I-20, EAD cards, OPT I-20, I-20 with different SEVIS number, or any other documents needed.

Mailing Instructions

We recommend choosing a mailing option that offers a tracking number (i.e. UPS, FedEx, USPS). Your completed application packet must be mailed within 30 days of your OPT I-20 issue date within the OPT application window.

For the updated mailing address, please visit [I-765 Address page](#) and check under ‘Foreign Students.’

After Mailing your OPT Application to USCIS



1. **Within 14-30 days:** USCIS will mail an I-797 Receipt Notice (issued when an application is received).
 - a. Use the receipt number to [track OPT application status](#)
 - b. Create a [USCIS Online Account](#) and link your paper application to track your application.
 - c. To check the latest USCIS processing time, please visit [Case Processing Times](#).
 - a. OPT applications are handled by the “Potomac Service Center.”
2. **Within 90-150 days:** USCIS will mail final OPT decision
 - a. If your OPT has been denied, USCIS will mail:
 - a. Denial Notice
 - b. Set up an appointment with ISS Advisor
 - b. If your OPT is approved, USCIS will mail:
 - a. Employment Authorization Document (EAD) Card
 - i. **Important Note:** You will need to receive your EAD card to start working.
 - b. Send scan of EAD Card to ISS (internationalstudents@ucr.edu)
 - c. If you applied for an SSN, SSA will mail you your SSN card.
3. **Around the Start Date of EAD card:** SEVP will email SEVP OPT Portal link to your UCR email address
 - a. If the SEVP OPT Portal link was not received, please check your spam mail.
 - b. If the SEVP OPT Portal link expired, please contact the ISS office to reset the OPT Portal link.

After OPT Approval

OPT Reporting Requirements

During your OPT period, it is important to ensure that the information listed in the SEVP OPT Portal is the most updated version. If any changes occur, it will be your responsibility to report these changes **within 10 days** of that change including:

- **Personal Information**
- **Employer Information**

SEVP OPT Portal

The SEVP OPT Portal is an important and convenient tool to fulfill the legal OPT reporting requirements during your OPT period. This portal is only available for students on OPT. Around the start date of your EAD card, SEVIS will email the SEVP OPT Portal link to your UCR email address. If the SEVP OPT portal link has expired or has locked, please contact the ISS office (internationalstudents@ucr.edu) to reset your account. If you cannot find the link, please check your spam mail. If you are having technical issues, please contact the SEVIS Help Desk 1-800-892-4829.

Unemployment Rule

Post-Completion OPT students are given 90 days of unemployment time. Unemployment days is counted from the start date on your EAD card. It is important to report your OPT Employment before your unemployment time has passed to avoid falling out of F-1 status.

International Travel during OPT

Generally, international travel is recommended after OPT approval. It is risky to travel while your OPT application is pending. Please carry the following items to enter back to the U.S. To request for an updated travel signature, please email internationalstudents@ucr.edu.

- Valid Passport (must be valid within 6 months)
- Valid F-1 Visa stamp
- OPT I-20 with Travel Signature (must renew every 6 months)
- EAD Card
- Proof of Employment (i.e. job offer letter or employment verification letter)