To receive OPT, CIE must recommend OPT for you in SEVIS and issue a new I-20. CIE requires one week to issue your OPT I-20. After receiving your OPT I-20, you must mail all application materials, including fee and copy of OPT I-20 to the USCIS. It can take 90 days to receive OPT approval from USCIS; therefore, please use a mailing address that will be current for the next 90 days when applying. **DO NOT apply for OPT online or without your OPT I-20 from ISSS.**

### Include in your application all of the following items:

- Completed, typed and signed Form I-765, using the appropriate code at item 16
  - (c)(3)(A) for pre-completion OPT, or
  - (c)(3)(B) for post-completion OPT


- Photocopies of:
  - Your latest I-94 card (front and back) or printout (i94.cbp.dhs.gov)
  - Your passport — include all biographical information, the photograph, passport expiration date, and your current F1 visa.
  - Your last EAD/OPT card (if applicable) and photocopy of I-20(s) with OPT notation from previous OPT authorization(s)
  - Two new U.S. passport-style photographs: white background, 2”x2”, head height 1”-1 3/8”, with your name clearly printed on the back, (photo requirements in I-765 instructions)
  - Completed typed Form G-1145 for E-notification of acceptance of application: download at [www.uscis.gov](http://www.uscis.gov), click “FORMS.”
  - Photocopy of your new I-20 with OPT noted on page 2.

To receive your new I-20 recommending you for OPT, submit the **attached Student Request for Optional Practical Training form (completed and signed by you and your Academic Advisor)** along with all of the above items to CIE. You will also need a **personal check** made out to Department of Homeland Security for $410.00 (**no money order/cashier check**)

### You will mail your application to USCIS Phoenix Lockbox at one of the following addresses:

**For U.S. Postal Service (USPS) deliveries:**
- USCIS
- PO Box 21281
- Phoenix, AZ 85036

**For Express mail and courier deliveries (use your own phone number on the form):**
- USCIS
- Attn: AOS
- 1820 E. Skyharbor Circle S Suite 100
- Phoenix, AZ 85034

**Note:** if you are having your OPT card mailed to you in a state other than Wisconsin, consult with your Immigration Coordinator about mailing to the appropriate USCIS service center. Details available in the I-765 instructions.
OPT Summary & Resources

If you are on OPT now or are planning to apply soon, please do not hesitate to contact us at opt@uwm.edu or to see us at the CIE Main Office for walk-in advising in Garland 138.

Here is an overview of OPT information. Please schedule an appointment with an immigration advisor during walk-in hours with specific questions.

1. OPT application deadline changes
   The following deadlines are when the packet must be received at SEVP:
   - May apply for OPT up to 90 days before completion of academic program
   - May apply for OPT up to 60 days after completion of academic program

2. Limit on Periods of Unemployment
   a. Students may not accrue more than 90 days of unemployment during their 12 months of post-completion OPT. Students with more than 90 days unemployment will lose F-1 status and OPT. Your SEVIS record may be automatically terminated by SEVP for failure to report if you accrue 90 days of unemployment.
   b. On post-completion OPT less than 20 hours a week of employment is considered by Department of Homeland Security to be unemployment.
   c. Students are required to keep records of hours worked.
   d. Contact one of your immigration advisors directly or the CIE main office through opt@uwm.edu if you anticipate unemployment to discuss your options.

3. OPT Reporting Requirements – 10 days from an event – failure to comply will result in loss of F-1 status and OPT
   a. All students on OPT must report their addresses (mailing and residential) preferred email and any legal name change to opt@uwm.edu.
   b. All students on OPT must report their employer and any change in employer to opt@uwm.edu.
   c. All students on OPT must report when they are unemployed to opt@uwm.edu.
   d. You can use the link http://uwm.edu/cie/opt-reporting/ to report changes.

4. Employment authorization for period between OPT expiration date and cap-subject H1B start date of October 1st
   a. Applies to all fields of study
   b. H1B must be filed in a timely manner and while a student is currently working on OPT
   c. Students with H1B applications submitted during OPT grace period are not eligible for this benefit.
   d. CIE must be notified in order to process an I-20 extension for this period. Please send an email to an immigration advisor or opt@uwm.edu for assistance.

Additional Resources              www.uscis.gov
Student Request for Optional Practical Training I-20

Student:

Name: ___________________________  __________________________  __________________________

Family (last)  First  UWM ID

________________________  ____________________@__________________

Phone number  Preferred Email

Have you been authorized for curricular practical training (CPT) in the past? ( ) no ( ) yes

Have you been authorized for optional practical training (OPT) in the past? ( ) no ( ) yes

Level of PAST OPT: ( ) Bachelor’s  from ____________ to ____________  ( ) Full-time  ( ) Part-time

( ) Master’s  from ____________ to ____________  ( ) Full-time  ( ) Part-time

For which type of OPT are you currently applying? ( ) Pre - Completion:  ( ) Part-time  ( ) Full-time

( ) Post - Completion Always full-time

Are you a TA? ( ) Yes ( ) No  If yes, what is your contract end date? ____________________

Requested OPT authorization Dates: OPT start date: ______________ OPT end date: _____________

Note: OPT start date must be within 60 days after program completion date.

I have been enrolled on a full-time basis for at least one academic year. I have followed the rules for maintaining lawful F-1 status and understand the responsibilities required for maintaining my lawful status during my period of OPT.

Student’s Signature: ______________________________________________  Date _____________________

Reminder: Students are NOT eligible for on-campus employment during the time between the expected completion date and the OPT approval date.

Academic /Faculty Advisor’s signature confirming expected completion date:

Students Major __________________  Program Completion Date ______________

mm/dd/yyyy

____________________________________  ____________________  Date

Academic Advisor/Faculty Advisor Name  Signature  Date

Email ____________________@uwm.edu  Extension ______________  Dept___________________

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Garland Hall, Room 138

PO Box 413

Milwaukee, WI 53201-0413

Phone 414-229-4846

Fax 414-229-3750

www.international.uwm.edu

REV JZ 12/16