



## **OPTIONAL PRACTICAL TRAINING INSTRUCTIONS**

If you are graduating this May and planning to apply for Optional Practical Training (OPT) to potentially start a job related to your field of study post-graduation, you must schedule an appointment with Martha Redondo/Office of Global Services no later than April 11th. To apply for OPT (Optional Practical Training), you must create an account with the link below

[https://myaccount.uscis.gov/users/sign\\_up](https://myaccount.uscis.gov/users/sign_up)

The recommended time to apply for OPT is within 90 days of your I-20 form expiring upon graduation, or, up to 60 days post-graduation.

In order to apply for OPT, you must have the required documents listed below:

1. Please complete [Form I-765](#) (please see [Form I765 Instructions](#))
2. The application fee is \$410 and payment is only taken at the end of the application (payable only with debit or credit card).
3. Complete [Form G-1145](#)
4. Passport-sized photographs (2)
5. Copy of current, valid passport
6. Copy of current, valid F-1 Visa
7. Copy of all I-20 forms, including an I-20 requesting OPT created at the Global Services Office
8. Copy of current [Form I-94](#)
9. Upload a copy of your official transcript
10. Copy of the offer of OPT employment letter describing the position and amount of compensation.