

## PLEASE START HERE

- x Please read this OPT Application Guide carefully and entirely before you apply for OPT.
- x This form is a guide for understanding optional practical training (OPT) and how to apply for OPT through United States Citizenship and Immigration Services (USCIS).
- x There are two sections in this form: OPT Overview and OPT Application Steps. Please read both sections carefully before you apply for OPT through USCIS.
- x This guide is informational only (you do not need to turn it in); however, you must submit the accompanying OPT Status Form [iss@andrews.edu](mailto:iss@andrews.edu) AND receive an updated 20 with OPT recommendation from a designated school official (DSO) **BEFORE** you send your



WHAT IS THE SEVP PORTAL AND HOW RESPONSIBLE FOR USING IT?

At the time that you receive your EAD card, you will also receive an email from USCIS confirming your OPT has been approved. The email will provide a link for you to create a Student and Exchange Visitor Program (SEVP) Portal account.

You **MUST** create and begin using your SEVP Portal account to keep your OPT status active. The SEVP Portal account where you will need to report ANY and ALL employer information as you find and begin employment and report changes in your address, telephone number, and other personal information.







MAILING STEP 2: Gather the documents and materials you will need to apply you are waiting for the updated I

Fill out Form 1765, noting the Special Instructions for Completing Form 1765 below for the highlighted questions (and follow the Specific Instructions section of the Instructions for Form 1765 for all other questions).

### Special Instructions for Completing Form 1765

Mail to:

If you are using the U.S. Postal Services (USPS)	If you are using FedEx, UPS, or DHL
P.O. Box 805373 Chicago, IL 60680-5374	USIS Attn: I-765 C03 (Box 805373) 131 South Dearborn 3 <sup>d</sup> Floor Chicago, IL 606-5517

Receipt Notice:

If you include Form G-145 with your application, USCIS will notify you in one to four weeks of accepting your immigration forms via email and/or phone call. The message will provide a receipt number (this is not an approval of OPT) and instructions for how you can use your receipt number to monitor your case online and obtain case status information. It is normal for your case to say "initial review" for most of the initial processing period. Approximately six weeks after your application is mailed, you will receive a paper copy Receipt Notice (I-797 Notice of Action) from USCIS. Please keep this receipt carefully in your records.