



STANTON UNIVERSITY

9618 Garden Grove Blvd., Suite 201, Garden Grove, CA 92844
Tel.714.539.6561 Fax.714.539.6542 su@stantonuniversity.com

OPT APPLICATION CHECKLIST

TYPE & PRINT or WRITE NEATLY with BLACK INK for ALL DOCUMENTS -- DO NOT STAPLE

\$410 Application Fee

- **Form G-1450** (<https://www.uscis.gov/g-1450>) for Credit Card payment
- Or Personal Check payable to: **"U.S. Department of Homeland Security"**
 - Personal Checks must have **pre-printed Name & Address**
 - You may also purchase and use a **Money Order** if you prefer
 - Write your **SEVIS ID** in the Memo Section

Two (2) U.S. Style Passport Photos (2 inches x 2 inches)

- Write your **name and SEVIS ID #** on the back of each photo.

Form G-1145 (<https://www.uscis.gov/g-1145>) for email notification

Form I-765 (<https://www.uscis.gov/i-765>) for application for OPT Employment

- **For Part 1** - Check Box: **"Initial Permission to accept employment"**
- **For Part 2** - **U.S. Mailing Address** must be valid for the next 4 months.
- **For 13.a.** - If you **have a Social Security card**, complete 13a & 13b, check "NO" for 14, then skip to 18.
- If you **do not have a SS card**, check "NO" for 13a. Then, complete 13b – 17b.
- **For 27:** write **(c)(3)(B)** in the boxes. Then skip until **Applicant's Contact Info & Applicant's Signature**.
- **Skip Part 4 -6.**
- Any blanks that cannot be typed, just print and **complete with black ink**.

Photocopies of ALL Previous I-20's & NEW OPT recommended I-20

- Bring copies of ALL previous I-20's. SU will print out the new OPT I-20 when approved.
- Make sure ALL I-20's are signed.

Photocopies of Passport ID page, F-1 Visa, and I-94 form (<http://i94.cbp.dhs.gov/i94/#/home>)

- Passport expiration must not be within 6 months.

Photocopies of ALL Previous EAD cards (front and back) if applicable

- If you applied for previous EAD, but were denied, include copies of the denial notice.

Pay SU OPT Fee of \$50 & Submit to DSO for review along with SU OPT Registration Agreement

- SU will make a photocopy of the entire application for your records.
- Review will take 1-3 days.

Mailing Instructions:

Mail OPT Application Packet by Certified U.S. Mail or FedEx, UPS, DHS, etc.

For U.S. Postal Service (USPS):

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S Suite 100
Phoenix, AZ 85034

(Please READ IMPORTANT NOTICES on the back of this sheet.)



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IMPORTANT NOTICES:

- ❖ Applications must be received by USCIS within 30 days of the OPT recommended I-20 issuance date.
- ❖ Applications cannot be received by USCIS more than 90 days before the I-20 end date.
- ❖ Applications cannot be received by USCIS more than 60 days after the I-20 end date.
- ❖ You should receive notification by email that your application was received within 2-4 weeks.
- ❖ You should receive notification of a result within 2-3 months.

After you are approved:

- If you are approved, you will receive an **EAD card** in the mail.
- Your card will have your authorized **employment start date and end date**.
- We will give you the **Employment Job Offer Letter and Employment Verification Form**.
- After you find a job, **submit**:
 - a signed **Job Offer from** your employer
 - the **Employment Verification Form**
 - a copy of your EAD Card
 - the SU Graduate Survey
- You must secure and report your OPT employment within 90 days. **If you accrue more than 90 days of unemployment**, you will be out of status.
- If you change jobs, change address, change phone numbers, etc., **you must report changes within 10 days** to SU so that we can update your SEVIS page.
- **6 weeks before you complete your OPT, please have your employer complete the "Employee Satisfaction Survey" that evaluates your job performance.**
- After you complete your OPT, you will have **another 60 days "grace period"** to either return to your home country or start a new program of study.

If you are denied:

- If you are denied, and you are still within your 60 day "grace period" from your I-20 end date, you can **apply for a new program of study** in order to maintain your student status.
- However, if your 60 day "grace period" has concluded, then you are **required to leave the United States immediately**.