

## Optional Practical Training

An approved application for **Optional Practical Training** allows you to receive authorization to work in your area of study.

After you have all of the required documents as listed below, **you MUST make an appointment** with your international student advisor. During this appointment, you will have a new I-20 Form with your OPT request created and your OPT packet finalized. Allow at least 30 minutes for your appointment.

**DO NOT file your Form I-765 through any online websites and without consulting the international office. Failure to do so WILL result in the loss of your filing fee.**

### Documents Required for your OPT Application:

- Completed **Form I-765**, Application for Employment Authorization. This form can be found at <https://www.uscis.gov/i-765>
  - After you complete this form **do not print it!** Save it and **email it to your international student advisor** when you make an appointment.
  - If you do not know where you will live after graduation, you may use OIP's address for the U.S. Mailing Address requested on page 2:  
SFASU Office of International Programs  
P.O. Box 6152, SFA Station  
Nacogdoches, TX 75962
  - Item 21.a is your I-94 number. You can find this at <https://i94.cbp.dhs.gov/> - print this form if you do not have the most recent copy of your I-94.
  - Item 27 should be marked with one of the following codes:
    - Pre-completion (starting work before graduation): "(c)(3)(a)"
    - Post-completion (starting work after graduation): "(c)(3)(b)"
    - STEM extension: "(c)(3)(c)"
- Copy of Biographical pages from passport.
- Copy of Visa page from passport.
- Copy of **Form I-94**. This needs to show your most recent entry date to the U.S. If you do not have this go to <https://i94.cbp.dhs.gov/> to get it.
- **Two passport size photos**. Please write your first and last name on the back of each photo. These photos must be taken within the last 30 days. You cannot use old photos.
- Check or Money Order payable to "Department of Homeland Security" – you must confirm the amount on the website under <https://www.uscis.gov/i-765> (See Filing Fee)
- Completed **G-1145 Form**. Go here to complete the form <https://www.uscis.gov/g-1145> Do not use your jacks email, use a personal email address that you will check.

**Please, do not staple any documents together!**