

Optional Practical Training Checklist

Directions: Submit the following documents to the address below before 30 days from the DSO signature date on the OPT endorse I-20. Please remember that this is your request for an employment benefit and Bowie State University is not responsible for any outcome that may come from mistakes in your application material.

- Completed I-765 form. Download form and instructions at <http://www.uscis.gov/i-765>
- \$410 fee Filing fee - payable by check or money order to the U.S. *Department of Homeland Security*. If credit card, complete [Form G-1450](#)
- [Two passport style photos](#) (should not be older than 6 months)
- Copy of I-20 endorsed for OPT
- Copy of all previously issued I-20s
- Copy of I-94, Can be retrieved at <https://i94.cbp.dhs.gov/I94/> - /home
- Copy of biographical page in passport
- Copy of most recent F-1 visa
- Copy of any previous employment authorization document (EAD), front & back (if you have received one previously)

Important Things to Remember

- Don't forget to add a copy of the OPT endorsed I-20
- Make sure you signed the I-765 application on page 4 in ink (no electronic signature) and you marked Question 1. a on page 1.
- You have 30 days after the issuance of your new I-20 to mail your OPT packet. Failure to do so may result in the denial of your OPT application or receiving a request for evidence (RFE) from USCIS.
- You are responsible for mailing your packet to the following address if you live in Maryland, Virginia or DC, if you live outside that area please review I 765 instructions:

For U.S. Postal Service (USPS):
USCIS
P.O. Box 805373
Chicago, IL 60680

For FedEx, UPS, and DHL:
USCIS
Attn:I-765 C03
131 South Dearborn-3rd Floor
Chicago, IL 60603-5517

- If you receive your materials back from USCIS, do not resend before checking dates, signatures and contacting your OIES advisor
- Government regulations require that you report the following within 10 days to BSU OIES Office after you start employment:
 - • Name of employer, address of employer
 - • Job title,
 - • Supervisor name, telephone number and email
 - • Number of hours per week
 - • Start and end date
- Any changes to the information above must also be reported within 10 days of the change
- Government regulations require that you report any changes to your US address within 10 days to BSU OIES Office
- You cannot start working until you have the EAD card and the date on the card has been reached.
- You must work in a field directly related to your degree.
- You cannot begin a new level of education while on OPT
- You have 90 days of unemployment during OPT, if unemployed beyond that time you must leave the US.
- You understand OIES does not recommend travel outside the US while your OPT application is pending.