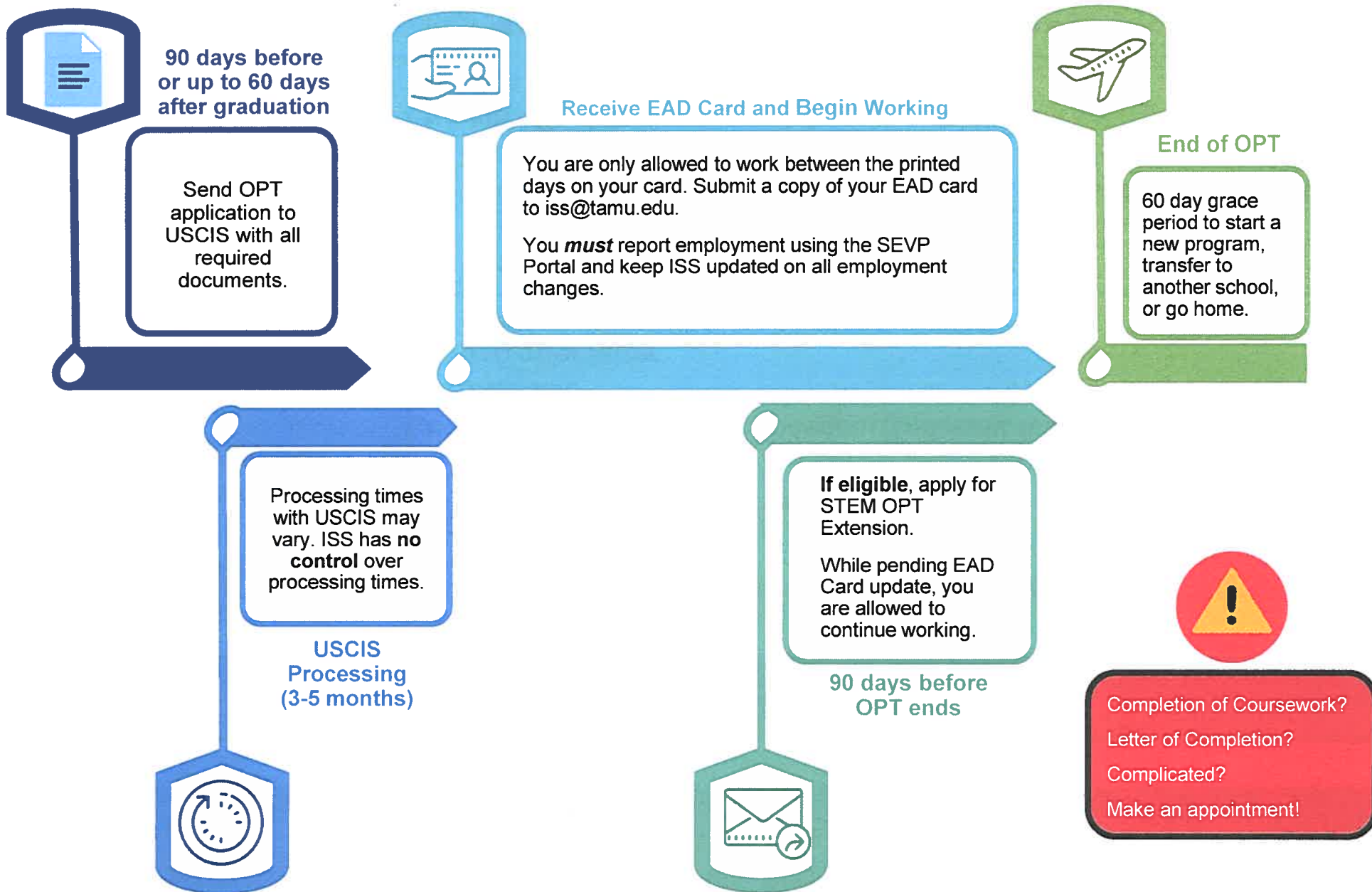


Sample OPT Timeline – The Simple Version*



**Sample based on OPT based on graduation*

International Travel while on OPT



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Travel	Necessary Documents
After completing program but before applying for OPT	<ul style="list-style-type: none">• <i>Will not be permitted to re-enter U.S. nor apply for OPT</i>
While OPT application is pending with USCIS CBP at POE: secondary inspection	<ul style="list-style-type: none">• Passport valid for next six months• Valid visa• I-20 with OPT recommendation (Endorsed for travel within the past six months)• Job offer letter• I-797 Receipt Notice
Once OPT application has been approved	<ul style="list-style-type: none">• Passport valid for next six months• Valid visa• I-20 with OPT recommendation; endorsed for travel within the past six months• Job offer letter• EAD card
Important Notice for Travel and Re-Entry	<p>Traveling internationally during any of the above stages is done at your own risk. There is no guarantee that you will be allowed back into the United States.</p> <p>If your visa is expired or will expire during any of the above three stages then it is not recommended to travel abroad, because you might not get your visa renewed!</p>



U.S. Citizenship and Immigration Services

Form Filing Tips

Please read and follow the form filing instructions. Form fees, eligibility requirements, fee waiver eligibility, required documents and mailing addresses vary depending on the form you are filing and why you are filing. These tips will help ensure we accept your application, petition, or request package for processing.

Complete Your Form Accurately

- **Don't forget to sign your form! We will reject and return any unsigned form.**
- Use the most current form version. We prefer that you [download forms from our website](#), complete them electronically, and then print your forms to submit.
- Complete the entire form.
- If you hand write your answers, use black ink. Make sure your entries are neat, legible and within the space provided.
- Do not use highlighters or correction fluid or tape. The scanners we use will not properly read information that is greyed out, highlighted or corrected using correction fluid or tape.
- If you make an error, start over with a clean form.
- If filing multiple forms, write your name, date of birth, and A-Number (if any) exactly the same way on each form.
- Pay the correct [fee](#). We will reject forms submitted with incorrect or incomplete fees. Use the [Fee Calculator](#) to help you determine the correct fee.
- Send single-sided copies of the application(s).

Assemble Your Application, Petition, or Request

- We recommend assembling your package in the following order:
 - Check or money order (Write the form you are filing and your A-Number or other applicable identification on the check or money order.)
 - [Form G-1145, Request for e-Notification](#) (if applicable)
 - [Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative](#) (if applicable)
 - Form being filed
 - Supporting documentation:
 - Submit the documents or evidence listed in the form instructions.
 - Supporting documents must be in English or accompanied by a complete English translation.
 - Submit copies unless we request original documents. If you send an original document with your form, it may become part of the record and we will not return it to you automatically.
 - If you have any attachments, make sure each attached page has your name and A-Number (if any). You may also number the pages and include the total amount of pages being

attached (for example, “page 1 of 11”).

- Send single-sided copies of your supporting documentation.
- Mark the envelope and the cover letter with the nature of the submission. For example, **Original Submission, Brief for an Appeal, or Response to Request for Additional Information**.
- Mark the envelope and the cover letter with the form number. For example, I-129, I-130, I-690 or I-698.
- In preparing your packet, remember:
 - Do not use binders or folders that we cannot easily disassemble.
 - Use fasteners to hold together thick or bulky applications or petitions. Two-hole punching the top of the material for easy placement in the file is appreciated.
 - Sticky tabs assist in locating items listed as attachments. For easy filing, place the tabs on the bottom of the page, not the side.
 - Do not use heavy-duty staples; instead use fasteners or heavy clips.
 - Do not submit originals unless specifically required.
 - Do not submit oversized documentation unless it is necessary.
 - Send single-sided copies of your supporting documentation.
- If you are sending more than one case in an envelope, clearly separate the cases by rubber band or fasteners.
- If you are resubmitting the packet in response to a Request for Evidence (RFE), please place the notice requesting the additional evidence/information on the top of the packet. Also, please use the special mailing envelope provided.
- If you are submitting evidence in support of a previously filed appeal or motion, place a cover letter with “**Brief for (Appeal/Motion)**” on top of the packet.

Mail Your Application, Petition, or Request

- Mail your forms to the address listed on that form’s webpage. You may submit your forms through USPS, FedEx, DHL, or UPS.
- If you mail your applications, petitions, or requests to the wrong filing location, we may reject it as improperly filed and return it to you to re-file.
- Forms are available by mail, by calling the Contact Center, or by downloading or printing forms from the [Forms](#) page.

Last Reviewed/Updated: 09/20/2019

*For more information
make an appointment
with ISS*

OPT Based on

Completion of Coursework (COCW)

Who Is Eligible	F-1 Master's Thesis and Doctoral Students ONLY
Requirements	Completed all coursework on the degree plan and set date of thesis/dissertation defense with academic department
When To Apply	Up to 90 days prior to your new I-20 program end date (the day before your requested OPT start date)
Requested OPT Start Date	Any day you choose (The Program End Date on your I-20 will be shortened to the day before)*** ***You must <u>stop</u> all on-campus or CPT employment on that day!
Requested OPT End Date	No more than 12 months after the requested start date
Important	If you apply based on Completion of Coursework, must have graduated by the end of your OPT.

What should my OPT application to USCIS include?



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- Form-765 Application for Employment Authorization Document (EAD)
- 2 passport-style photos with your name printed on the back taken within the last **6 months. Do NOT reuse old photos!**
- Check or money order payable to "U.S. Department of Homeland Security," or by credit card online → (Always check the USCIS Website for most up-to-date filing fee!)
- Photocopy/printout of your most recent I-94
- Photocopies of any previous EAD cards (front and back)
- Photocopy of your OPT I-20 (all pages)
- Photocopies of ALL previous I-20s (most recent on top)
- Photocopy of your passport's picture and validity/expiration
- Photocopy of your visa (or change of status documentation)
- Optional: Put Form G-1145 on top to receive text message with case number

When Should USCIS Receive Your Application?



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For Spring 2020, your program end date is May 7, 2020

Within 30 days of ISS issuing your OPT I-20

<input checked="" type="checkbox"/>	DATE ISSUED	PLACE ISSUED
SIGNATURE OF: Advisor	18 February 2019	College Station, TX

Here is the magic window when USCIS should receive your application!!!

No earlier than 90 days before program end date on OPT I-20

February 7, 2020

No later than 60 days after program end date on OPT I-20

July 6, 2020

*Please note: these specific dates are only for OPT based on graduation for Spring 2020

