

# CONCORDIA

CONCORDIA COLLEGE  
MOORHEAD MINNESOTA

## International Student OPT Request Form

International students are eligible for up to 12 months of Optional Practical Training (OPT) after they complete their degree at Concordia. Students may apply for the OPT anytime in the final semester of enrollment. The application **must be made before your graduation date** - once you graduate it is too late to apply. Since it can take some time for USCIS to issue the EAD card, it is recommended students that apply early in the final semester of enrollment.

Students may now apply for OPT at anytime during the completion of a Bachelor's, Master's or Doctoral program. OPT is automatically terminated if you transfer to another school or begin another level of study.

During the OPT period, a student is still in F-1 status. The student must continue to report changes of name, changes of address, disruption of employment and other SEVIS-reportable events to Concordia's DSOs so we can update SEVIS.

*Student Name* \_\_\_\_\_

*Concordia ID Number* \_\_\_\_\_

## OPT Application Procedure

To apply for OPT, please download and complete an I-765 form from the USCIS Web site <http://uscis.gov/graphics/index.html>. Please bring the completed form to Don Buegel so the information can be entered in SEVIS.

Please select an employment starting date (can be anywhere from 1 day after you complete your degree to 59 days after you complete your degree) and an employment end date (can be as long as employment starting date plus 364 days (one day less than one year). For example, if you complete your degree on May 3, your employment start date can be from May 4 to July 2. If your employment start date is June 1, your employment end date can be as late as May 31 of the following year.

*Employment start date* \_\_\_\_\_

*Employment end date* \_\_\_\_\_

Please notify us of your employer using the OPT Employer Notification Form when you have found a job so this information can be recorded in SEVIS. If you change employment while on OPT, please complete a new OPT Employer Notification Form to notify us.

**Please bring these items with you to the DSO (Don) when you apply for OPT:**

1. I-20 Form(s)
2. Passport with I-94 form
3. Completed I-765
4. Completed OPT Request Form

**After we have visited, please send these items to the USCIS Lincoln Service Center in this order:**

1. \$175 fee – check or money order payable to Department of Homeland Security
2. I-765 form
3. Photocopy of SEVIS I-20 issued with OPT, front page and employment page
4. Photocopies of all previous I-20(s), front page and employment page
5. Photocopy of any previous EAD (most students will not have this)
6. Photocopy of the biographical page of your passport
7. Photocopy of your most recent visa
8. Photocopy of I-94, front and back
9. Two USCIS photos – see <http://uscis.gov/graphics/lawsregs/handbook/m-378.pdf>

The address is:

USCIS Service Center  
PO Box 87765  
Lincoln, NE 68501-7765

Every time you send something to USCIS, you **should always keep photocopies of everything you send**. This is essential! USCIS is a huge, often inefficient, occasionally difficult-to-deal-with government agency. It is very possible they may lose something, and you will have to re-supply them with a document.

You should always send things to USCIS by certified mail and request a return receipt so you can prove that they received it and the date when they received it.

## Other Tips

- On the I-765, be sure to use an address where you will be able to reliably receive mail for the coming six months. You may send it to us at the International Student Office if you wish. USCIS envelopes sent to you routinely include large “DO NOT FORWARD” notices on the front. If you have moved, even if you properly completed a forwarding card, it is likely your EAD card will be returned to Lincoln. If this should happen, getting them to release the card is very difficult, frustrating, expensive and time-consuming.
- When completing the I-765, if you are applying for OPT, the answer to question 16 is (c)(3)(i).
- It takes some time for USCIS to issue the EAD. You should apply for OPT during the first month of the semester you will graduate (January for May/summer grads and August/September for December grads).
- Travel without a valid F-1 visa while on OPT is NEVER advised.



*It is the policy of Concordia College to provide equal opportunity for all qualified persons in its educational programs and activities. The college is in full compliance with the laws of the United States and all applicable regulations. The college does not discriminate on the basis of race, creed, color, national origin, age, sex or physical handicap in the educational programs that it operates. © 2003 Concordia College, Moorhead, Minnesota 34132/pmt/0504*