

# OPT APPLICATION PROCEDURE

Florida A&M University Office of International Education and Development (OIED)

**Read the attached documents. Make an appointment to see the Director of International Students and Scholars Services (the international student advisor).**

**Complete and bring the following documents to OIED:**

1. Completed Form 1-538. \* You may download Form 1-538 at <http://www.immigration.gov>.
2. Completed Form 1-765 with the following mailing address (# 3 on 1-765): C/O Office of International Education and Development, 302 N. Perry-Paige Bldg, Florida A&M University, Tallahassee, FL 32307  
\* For Filing Fee (payable to BCIS) and downloading Form 1-765 go to <http://www.immigration.gov>.
3. Completed Form AR-II. \*you may download Form AR-II at <http://www.immigration.gov>.
4. Photocopy of Original SEVIS Form 1-20. **We need to see all originals of SEVIS Form 1-20.**
5. Photocopy of Form 1-94 (front and back). **We need to see the original one.**
6. Photocopy of your passport information page(s). We need to see the original passport.
7. Very clear Photocopy of U.S. Visa. **We need to see the original Visa.**
8. Two (2) photos taken no earlier than 30 days before submission to the INS. They should not be mounted. print on thin paper, glossy, and not retouched. The photo should show a three-quarter front profile of the right side of your face with your right ear visible. Your head should be bare unless you are wearing a headdress as required of a religious order to which you belong. The photo should not be larger than 1.5 x 1.5 inches with the distance from the top of the head to just below the chin above 1.25 inches. Lightly print your name and INS number on the back of each photo with a pencil. See BCIS photo instructions at <http://www.immigration.gov/graphics/lawsregs/handbooklm-378.pdf>.
9. Photocopy of your previous EAD Card(s) if applicable. \*\*
10. Advisor's letter of recommendation for Optional Practical Training.

After reviewing all documents mentioned above required for OPT application, advisor at OIED will update the student's record in SEVIS as having been recommended for Optional practical training by indicating in SEVIS that the employment will be full time or part time, the start and end date of the employment. The advisor will then print the employment page of student's SEVIS Form 1-20 signing and dating it.

OIED will mail the necessary documents for OPT application by certified mail to the US BCIS Service Center.

After receiving Employment Authorization Document (EAD) from US BCIS, a photocopy of EAD will be kept in student's file at OIED as required by the US BCIS.

**When you pick up your EAD card YOU must:**

1. Sign EAD Receipt Form.
2. Make your final decision on continued health insurance coverage
3. Complete a new Form AR-II if your address has been changed after submitting your OPT application to OIED and INS.
4. Complete an OIED contact sheet for the period you will be on OPT

**NOTE:** It is currently taking INS 90 working days or more to process application for Optional Practical Training. Therefore, it is important to apply as early as possible. Students applying based on completion of the course of study are recommended to complete the entire application procedure up to 90-120 days prior to completion of the course of study or prior to completion of course requirement. **You must apply for OPT prior to the date you complete all requirements for your degree or PRIOR to your graduation date.**

**REMINDER: YOU MUST SUBMIT YOUR OPT APPLICATION BEFORE YOU GRADUATE OR COMPLETE YOUR STUDIES AND AT LEAST 3 MONTHS OR PRIOR TO YOUR PLANNED STARTING DATE.**

Bring all required documents and completed forms to OIED--- 302 N. Perry-Paige Bldg.