

## How to Apply for Post-Completion OPT:

1. Decide when you would like to start your OPT.
  - a. Choose a start date: Any day between last day of semester to 60 days from that date
  - b. Apply for OPT up to 90 days before you would like to start working (it may take 2 – 3 months for your OPT to be approved).
2. Email the GFU International Student & Scholar Services Office (either Tiona or Alex). In your email, include the date you would like to start working.
3. Before you meet with Tiona or Alex, prepare the following documents:
  - a. 2 passport-sized photos (write your name and I-94# on back with a pencil or pen that does not smear)
  - b. Copy of I-94 (you can print it online at [www.cbp.gov/i94](http://www.cbp.gov/i94))
  - c. Copy of passport page (the one that contains your picture and name)
  - d. Copy of visa (if you have F-1 visa) or Change of Status I-797 notice
  - e. Copies of all I-20's issued
  - f. Check or money order for \$410, made payable to the U.S. Dept. of Homeland Security
  - g. [I-765 form](#), available on the U.S. Citizenship and Immigration Services office (USCIS) website
    - i. Check the box that says "Permission to accept employment."
    - ii. Question #10 – I-94# is at the top right of your I-94 print out.
    - iii. Question #16 – (c)(3)(B)
    - iv. Leave #17 & 18 blank.
    - v. Don't forget to sign!
  - h. [Form G-1145](#), available on the USCIS website (allows you to get text message/email updates regarding the status of your application)
4. Meet with Tiona or Alex to collect your OPT I-20 and to review your other documents.
5. Within 30 days of the issuance of your new I-20, mail all of your documents to USCIS using U.S. Postal Service mail (with a tracking number) to the following address:

USCIS Arizona  
PO Box 21281  
Phoenix, AZ 85036

## Important Rules to Remember:

1. You cannot start working until after you receive your OPT card.
2. Your OPT card ONLY permits you to work in paid or unpaid jobs, internships, gigs or volunteer positions that is directly related to your major field of study. You may work for more than one employer at a time.
3. You may only be unemployed for 90 days or less during your OPT period.
4. OPT is a full-time authorization – you should be working at least 20 hours total per week.
5. You may study part-time during OPT. If you wish to study full-time, talk to the ISSS Office first.
6. When you travel outside the country during OPT, you need an I-20 travel signature that is less than 6 months old at the time of reentry.
7. If you are in a STEM (science, technology, engineering or math) field, you may be eligible for additional OPT time. Speak with the ISSS Office for more information.
8. When your address changes or you change jobs, you should update the ISSS Office with the following within 15 days of the change:
  - a. Residential address
  - b. Phone number (re-confirm for our records, even if did not change)
  - c. Name(s) & address(es) of employer(s)
  - d. Date started working with employer or stopped