

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 two to three months for your OPT to be approved)
2. Email the George Fox International Student & Scholar Services Office at (Alex Pia at apia@georgefox.edu). In your email, include the date you would like to start working.
3. Before you meet with Alex, prepare the following documents:
 - a. Two 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)
 - 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. Department 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 #14 – I-94# is at the top right of your I-94 printout.
 - iii. Question #20 – (c)(3)(B)
 - iv. Leave #21, 22, & 23 blank
 - v. Don't forget to sign your name without touching the lines above or below in the box.
 - 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 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
P.O. 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 fewer 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 six 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. After being approved for OPT, you will be notified by SEVP of the need to open a “portal” account. This portal is where you will report your information when you begin your employment. When your address changes or you change jobs, you should update the information 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) and address(es) of employer(s)
 - d. Date started working with employer or date employment ended
9. What happens if a student applies for OPT and does not actually graduate?

Students may end up not graduating due to an incomplete class, failed class, etc. If this happens, students should contact IPSO as soon as possible. IPSO can extend students' program end dates before the program end dates have passed. After the program end dates have passed, it is not possible to extend students' program end dates. Thus, students will have difficulties with their immigration status as they seek to complete course requirements. If students do not apply for OPT within 60 days after the program end date, students will not be able to apply for OPT.