

## OPTIONAL PRACTICAL TRAINING (OPT)

### How to Apply for pre and post completion OPT?

The following documents are required to apply for OPT:

- Make an appointment with an ISSS adviser for OPT recommendation.
- A signed and completed Form I-765 (attached) in **blue pen ink ONLY**.
- Copies of **ALL** I-20 issued to you by Drexel University and any other school you have attended in the U.S.
- A copy of your I-94 card (both sides) and passport information pages (Photo page and F1 Visa page).
- Copy of previous OPT cards, if any (both sides).
- Two passport-sized photos (2 x 2 inches) taken **no earlier than 30 days** before you submit your application. Print your name and I-94 number on the back of each photo.
- A check or money order for \$340 payable to “Dept. of Homeland Security”.
- If you are applying for post-graduation OPT, you must also submit a completed and signed “**Academic Adviser’s Certification for Optional Practical Training**” form (attached).

### How to Apply for OPT for the STEM-Extension OPT?

The following documents are required to apply for a STEM-Extension 17-month OPT:

- Make an appointment with an ISSS advisor.
- A signed and completed Form I-765 (attached) in **blue pen ink ONLY**.
- Copy of the most current I-20 that it will be issued by the adviser.
- Copy of your I-94 (both sides) and passport information pages (Photo page and F1 Visa page).
- Copy of your current OPT (EAD) card (both sides).
- Two passport-sized photos (2 x 2 inches) taken **no earlier than 30 days** before you submit your application. Print your name and I-94 number on the back of each photo.
- A check or money order for **\$340** payable to “*Dept. of Homeland Security*”.
- A copy of your diploma or official transcripts.
- A support letter from you explaining the connection between your job and your field of study. This letter must also include the how that will benefit your career.
- A letter from your employer, on company letterhead, with the following information: employer’s name, address, supervisor’s contact info (email, phone), position title offered and the E-Verify number. The letter must be signed by your employer.

### Where to Send your OPT Application?

You are responsible for sending your OPT application to USCIS. USCIS highly recommends that you use an overnight mailing service, such as Federal Express, UPS, or the U.S. Post Office. Send your application to:

**U.S. Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden Street  
St. Albans, VT 05479**

### When Can You Begin To Work?

USCIS will send ISSS a receipt notice once it has received your OPT application. In that notice, you will find a receipt number and the URL of the USCIS case status website. On this website, you can track the status of your OPT application. It can take **90 days or more** for USCIS to process your OPT application. Dates for OPT are requested but are not guaranteed. **Delays can occur and unfortunately there is nothing ISSS can do to speed the process. It is entirely up to USCIS once they have your application.**

ISSS will contact you by email the same day we receive your EAD/OPT card.

### ATTENTION

**YOU CANNOT BEGIN YOUR OPT EMPLOYMENT UNTIL YOU HAVE RECEIVED YOUR EAD.**



## *Academic Advisor's Certification for Optional Practical Training*

(Your Academic Advisor will be located within your major's department. This form only needs to be completed if applying for post completion full-time OPT)

This is to certify that \_\_\_\_\_ has been pursuing a full course of study, without interruption (except for Summer/Annual Vacations) since the academic term beginning \_\_\_\_\_.  
(month/day/year)

**For Undergraduate Students:**

I further certify that (barring unforeseen circumstances) s/he has/will complete all requirements for the Bachelor's degree on \_\_\_\_\_.  
(month/day/year)

**For Graduate Students:**

I further certify that (barring unforeseen circumstances) s/he has/will complete all requirements for the Master's/Doctoral degree, EXCEPT thesis or equivalent, on \_\_\_\_\_ or has/will complete ALL requirements for the degree on \_\_\_\_\_.  
(month/day/year) (month/day/year)

\_\_\_\_\_  
Name of Academic Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date