

OPT Process for University of Redlands Students

Please review the tutorial: <https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html> so you know how to fill out Form I-983: <https://www.ice.gov/sites/default/files/documents/Document/2016/I-983.pdf>

You may start the OPT Extension process within (90) days prior to the completion date on your I-20. Please read about OPT policy which contains very important information to become familiar with: <https://studyinthestates.dhs.gov/sevis-help-hub/update-records/maintain-student-records/fm-student-employment/f-1-optional-practical-training> .

Here is how to apply for OPT (Optional Practical Training):

1. Complete Form I-765, Application for Employment Authorization. At item #16 you will have to write: “(C) (3) (B) “. This is the link for Form I-765 and instructions: <http://www.uscis.gov/i-765>
2. Write a check for the Form I-765 filing fee of \$410 payable to Department of Homeland Security.
3. Obtain two immigration-style photos for visas and immigration benefit. (Passport pictures like)
4. Copy (both sides) of Form I-94 Card **OR** if you have travelled after April 2013 you may access and print your I-94 online: <https://i94.cbp.dhs.gov/I94/#/home>
5. Copy the ID pages of your Passport and the Visa page.
6. Make photocopies of all prior forms I-20 issued to you by University of Redlands.
7. Email me a copy of Form I-765 to check for accurate completion.
8. I will issue a new I-20 to request OPT employment and I will give to you to include with all above document to be sent to the USCIS address below if your residence address is in California. **YOU HAVE 30 DAYS TO SUBMIT YOUR COMPLETED OPT APPLICATIONS TO USCIS.**
9. If you move and change your address after you file your OPT application you must change your address on: <https://egov.uscis.gov/crisgwi/go?action=coa.Question.HasMailChanged> .

The address for a paper application based on your residence address in California is the following:

Mail all above to:

For U.S. Postal Service (USPS deliveries):

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries (FedEx, etc.):

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

Finally, this is the UOR Professional Development webpage: <http://www.redlands.edu/student-life/career-services.aspx> . You will find useful information on online career resources, resume, and job search resources.