



VIRGINIA STATE UNIVERSITY
Dr. George H. Bennett Office for International Education
Post Office Box 9086
Petersburg, Virginia 23806

OPT Checklist

Documentation:

The following documentations are needed to apply for Optional Practical Training (OPT):

- I-765 Application
- I-765 filing fee in the form of a check or money order payable to U.S. Department of Homeland Security
- 2 identical immigration-style photos taken within 30 days of filing Form I-765
- Form I-20 printed with the OPT endorsement, signed by the DSO
- Photocopies of all prior Forms I-20
- Photocopies of any previous employment authorization documents (EAD cards)
- Photocopies of Form I-94 (both sides or copy of electronic Form I-94 printout)
- Photocopies of your passport, including identification page and visa.

Photocopy each item before sending and keep for your records. Send your entire application file by CERTIFIED MAIL WITH RETURN RECEIPT.

Send the above items:

USCIS Dallas Lockbox I-765
P.O. Box 660867
Dallas, Texas 75266

Or

For Express mail deliveries:

USCIS I-765
ATTS: AOS
2501 S. State Hwy.121 Business
Suite 400
Lewisville, TX 75067

Employment Rules:

After USCIS receives your application file, they should notify you in 3-4 months at the address used on the I-765. According to USCIS regulations, you **MAY NOT** work before you receive the Employment Authorization Document (EAD) card. The EAD card authorizes you to spend a specific period of time working at a position directly related to your field of studies earned at Virginia State University. Other forms of employment are NOT included under this authorization. If USCIS authorizes your OPT, the time period cannot be rescinded later if you fail to find appropriate training or choose to stop the training early. At the present time, you are allowed a total of 12 months employment through this form of work authorization, which must begin no later than 60 days following graduation.

Visa Status:

While on OPT, you will continue on F-1 visa status under the sponsorship of Virginia State University and you must follow the same procedures for maintaining your visa status:

- Inform the DSO in the Dr. George H. Bennett Office for International Education of a change of address within ten days of a move.
- When leaving the U.S. for a visit, obtain the signature endorsement of the DSO as authorization to re-enter the U.S.
- When leaving the U.S. permanently, inform the DSO
- Obey all federal, state and local laws.
- Safely keep all immigration documents.