



Optional Practical Training (OPT) Application Process

F-1 students may apply for OPT from 90 days before to 60 days after the Program End Date as shown on their most recent I-20s.

STEP 1: Fill Out Your Documents:

Complete the following forms and email them to admin office above with the subject "OPT request form for (full name)."

1. OPT Request Form (Back of this instruction)
2. I-765 Form <https://www.uscis.gov/i-765>
 - Fill in the PDF with Adobe Acrobat Reader.
 - Page 3, 27, Eligibility Category; Enter **(c)(3)(B)** for Post-Completion OPT
 - Page 5, 7.a. Handwrite Applicant's Signature line in Black pen. Your signature **must not touch** the outline of the box.
3. G-1145 Form <https://www.uscis.gov/sites/default/files/document/forms/g-1145.pdf>
4. Prepare Payment for OPT I-20 Processing Fee **(\$300)** to California Trinity School of Business.

STEP 2: Scheduling an Appointment:

1. The advisor will review your documents and, if necessary, contact you to schedule an appointment.
2. Processing your new I-20 for OPT will take up to 7 business days.

STEP 3: Prepare Your Documents: You will need to bring following documents to your appointment in this order.

1. Two (2) passport-style photos (2"x2") taken within the last 30 days. The background must be white.
 - Write your Name and I-94 Number on the back of photos.
2. A personal check, money order, cashier's check to pay the **\$410 USCIS filing fee.**
Payable to: **U.S. Department of Homeland Security** (Do NOT write to "USCIS")
3. Complete the I-765 and G-1145 forms.
4. I-20(s): - Do not include the parts of I-20(s) for F2 dependent(s).
 - a. A copy of pages 1-3 of the OPT I-20 from CTSB (You just received) – Be sure to SIGN before making a copy.
 - b. A copy of pages 1-3 of the CPT I-20(s) from CTSB (if any).
 - c. A copy of pages 1-3 of the OPT I-20(s) and CPT I-20(s) from other schools (if any).
5. A copy of Passport - *at least 6 months prior to the expiration date*
6. A copy of F-1 Visa or I-797 F-1 Approval Form
7. A copy of I-94 - Download an electronic copy at <https://i94.cbp.dhs.gov/>
8. A copy of front and back of your previous Employment Authorization Document (EAD) (if applicable)

Ultimately, it is your responsibility to review the USCIS instructions, properly complete the I-765 form, and submit your application. Review by our administrative staff does not guarantee acceptance or approval of your application.

STEP 4: Mail Your OPT Application to USCIS:

- [Important] Your application MUST be received by USCIS **within 30 days after the DSO processes your OPT recommendation in SEVIS** or your application will be denied. It is your responsibility to file it on time!
- Mail your application to either of the below addresses. Keep the tracking records.
- USCIS processing time takes an average of 90 days.

For Courier Deliveries (UPS, Fedex, etc.): <i>Recommended</i>	For US postal service (USPS) deliveries: (Make sure to use "USPS Certified Mail")
USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517	USCIS Chicago Lockbox Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374

STEP 5: After Submitting OPT Application to USCIS:

- After you receive the Receipt Notice, you can check the status of your application on the USCIS website by searching for "CASE STATUS ONLINE." Enter the USCIS Receipt Number (13 characters) as it appears on the Receipt Notice.
- If you receive a Request for Evidence (RFE) from USCIS, contact the CTSB Admin office (#400) immediately and we will help you respond. This request is time sensitive, so bring it as soon as possible.

STEP 6: After Approval of OPT Application:

- You will receive an OPT approval notification email from SEVP with instructions on how to create an account on the SEVP portal. Use the link provided in the email to create your SEVP portal account to report all employment records. If the link says it has already expired and you are unable to create an account and/or input your employment information, contact the admin office to re-open.
- USCIS will mail the EAD card to the address provided on I-765 form. You will be able to work only after having the card in your hands.
- During the period of the OPT work authorization, you must not exceed a total of **90 days of unemployment**, otherwise, your OPT will be cancelled.

