**Post-completion Optional Practical Training Application Procedure**

Bring the following to the Immigration Coordinator to receive a new I-20 with OPT recommendation. All of these forms show “Calvin University” at the top:

1. A Graduation Verification Form to confirm graduation date
2. OPT Regulations Agreement, signed
3. This sheet, complete and signed

Have you been authorized for CPT? __________ How many times? ______________

Cell phone number: ________________________________________________

E-mail address (not Calvin’s): _________________________________________

OPT start date (may be no more than 60 days after graduation): __________

Once you receive your I-20 with OPT recommendation, send the following by tracked mail to the USCIS Lockbox. Retain a copy for your own records of everything you send. Print all documents **single-sided** and do not staple them

1. Signed I-20 with OPT recommendation (must have recommendation on page 2)
2. Completed I-765  
   # 5 We do NOT advise this, but you may have your documents shipped to our office if  
   you do not have an address you will remain at for the next 100 days:  
   Admissions Office, 3201 Burton SE, Grand Rapids, MI 49546  
   Please understand that your documents WILL be delayed if you ship them here. Calvin  
   accepts no responsibility for lost or damaged documents shipped to our office. It is  
   better to send them to a trusted friend or acquaintance who can forward them to you.  
   #27 (c) (3) (B) for post-completion OPT
3. 2 Passport photos – American Style (visit the AV Department in Hemmenga Hall)
4. A check written to "U.S. Department of Homeland Security" for $410.00 **(must be U.S.  
   check or Money Order)**
5. I-94 (accessible here: [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/))
6. Copy of unexpired passport (only the ID page, not the visa)
7. Copy EAD card (if applicable – only if you filed I-765 in the past)
8. Copy of picture I.D. such as driver's license (if you have one. If you don’t it’s okay)

B. If you choose to have your documents mailed to the university, staff will notify you when mail  
   arrives. You must pay all fees for forwarding documents. Sending your mail to Calvin risks the  
   **delay or loss of your documents.** Under no circumstances whatsoever will you be reimbursed  
   for any lost documents, employment opportunities, or anything else.

C. 1) I agree that my mail may be opened by Calvin University and its employees.
2) I understand that OPT restricts me to employment in my field of study commensurate with  
   my degree level and within the dates printed on the EAD itself.
3) I understand I must notify Calvin University within ten days of changes during post  
   completion OPT, including: change of name, address, change of employer, unemployment,  
   deciding to depart the U.S., returning to school full time, change of status, or ending OPT.

D. I understand that all advice and assistance provided by Calvin University and its employees is  
   offered only as a courtesy. I agree that Calvin University and its employees are in no way  
   responsible for my OPT application, even in the event of errors or mistaken information.

**Student signature:__________________________________________ Date: ____**