

**Post-completion OPT Application Procedure**

E-mail the following completed forms to your DSO to receive an I-20 with OPT recommendation:

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? \_\_\_\_\_

Have you been authorized for OPT? \_\_\_\_\_ When? \_\_\_\_\_

Cell phone number: \_\_\_\_\_

E-mail address (not Calvin's): \_\_\_\_\_

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

A. **To apply online:** Set up an account at <https://myaccount.uscis.gov/> Within the myUSCIS system, select "File a Form," then select form I-765. Make sure to select the correct *Eligibility Category* - (c) (3) (B) for post-completion OPT. Have the following documents scanned and prepared to upload into the I-765 application system:

- Signed I-20 with OPT recommendation (must have recommendation on page 2). You must print the I-20, sign it by hand, and scan it.
- Passport photo – American style (visit the Student Life office)
- I-94 (accessible here: <https://i94.cbp.dhs.gov/I94/> )
- Copy of unexpired passport (only the ID page, not the visa)
- Copy of EAD card (if applicable – only if you filed I-765 in the past)
- Copy of picture I.D. such as driver's license (if you have one. If you don't it's okay)

Once your I-765 is complete, you will pay the application fee of \$470 with a US-based credit or debit card.

B. **To apply by mail:** The I-765 application can also be submitted by mail. The fee is \$520. Please contact Jim for specific instructions if you prefer to file by mail.

C. 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.**

D. **Notification and Agreement**

- I agree that my mail may be opened by Calvin University and its employees.
- 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.
- 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.
- 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. Under no circumstances whatsoever will I be reimbursed for any lost documents, employment opportunities, or anything else.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_