

OPT Application Process

- Review the information in the OPT application packet. Collect all documents on the Checklist.
- Make an appointment with The Global Engagement Office to review OPT application.
- If the application is approved, the advisor will produce an I-20 with the recommendation for OPT. You will sign your new I-20. The Global Engagement Office will assist you in setting up the shipment of your completed application to USCIS.
- If you are approved, USCIS will send an Employment Authorization Document (EAD) to the Global Engagement Office. You will be notified by email to pick up your card.
- Please note, **all** correspondence will be through your Samford email!

Checklist

To apply for OPT, please bring the following to your appointment in the GEO.

____ Completed Optional Practical Training Request form

____ [Form G-1145](#) e-Notification of Application (You will receive 1 email and/or text message 24 hours after USCIS accepts your application)

____ [Form I-765](#), completed and signed with the following:

- Mailing address (#5 on I-765)
Attn: Samford University
Global Engagement Office
800 Lakeshore Drive
Birmingham, AL, 35229
- #27 on I-765 make sure that you write (c) (3) (b)

____ Personal check or money order made out to:

“U.S. Department of Homeland Security”, verify cost at <http://www.uscis.gov/i-765> **as it is subject to change.**

____ Two passport style photos (2 inches x 2 inches) with your name, date of birth (mm/dd/yr) and SEVIS number written on the back of both photos.

____ Copy of your visa

____ Copy of your passport including biographical pages and copies of any pages indicating an extension of your passport. Passport must be valid to apply for OPT.

____ Copy of your I-94 information. Go online to print a copy at <https://i94.cbp.dhs.gov/I94/#/home>

____ Copy of any previous Employment Authorization Documents (EAD) **both** sides.