



# Santiago Canyon College

*What happens here matters.*

## OPTIONAL PRACTICAL TRAINING

Post-Completion Practical Training (c) (3) (B)

### CHECK LIST:

- 2 completed Form I-765  
**(USE BLACK INK)**
- Copy of updated I-20
- AA/AS/Certificate  
Petition
- Counselor  
Recommendation Letter
- Copy of I-94
- Copy of Visa
- Copy of passport
- Two Passport Photos
- Check or Money order for  
\$410.00 made payable to  
**U.S. Department of  
Homeland Security**

### GETTING STARTED

Students may apply for Post-Completion Practical training in an occupation directly related to their field of studies 120 days before **BUT NOT LATER THAN 30 DAYS BEFORE** completing all requirements for a degree. The student **MUST RECEIVE** Employment Authorization Document (EAD) **BEFORE BEGINNING ANY WORK IN THE UNITED STATES.** Students are not required to have a letter of job offer in order to apply for Post-Completion Practical Training.

### How do I apply for OPT?

- 1. Bring the documents to International Student Office for approval** (refer to the Checklist)
- 2. Mail the documents to U.S. Department of Homeland Security after DSO approval**

*Mail your application to: USCIS Phoenix Lockbox*

For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

For overnight/courier deliveries (non-USPS):

USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

### NOTE:

You **may not** begin employment **until** you have received an Employment Authorization document (EAD) card from INS. You **must** notify the International Student center upon receiving your EAD card, employer information, and if there are any changes to your employer or home address. **Remember, you are still an I-20 student at this college even while on OPT.**

- \*\* Recommend mailing documents via express/overnight mail.
- \*\*\* Photos can be taken at Costco or CVS.





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## POST-COMPLETION OPT REQUEST FORM

Optional Practical Training (OPT) is a type of employment authorization that allows a 12-month period of employment for F-1 students in their major field of study. **This form requires that the international academic counselor verify the student's completion date.**

### Personal Information

Name: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
*Last Name First name Middle Name*

Student ID: \_\_\_\_\_ SEVIS# \_\_\_\_\_

Local Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Major: \_\_\_\_\_ Start Date for OPT: \_\_\_\_\_

I understand and will comply with the responsibilities required for maintaining F-1 status during my period of OPT authorization, which include: obtaining employment in a filed related to my major field of study within 90 days of my OPT start date, notifying the SCC International Student Office about employer name and address, and change of my address whenever I move.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### International Counselor Certification

The above named student is expected to complete his/her degree program on: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
*(month) (day) (year)*

*I recommend that the student engage in practical training related to their field of study.*

*The student's field of study is* \_\_\_\_\_

*Advisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

### International Student Program Office Authorization

Approved  Denied DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_