OPT Application Process

F-1 Students can apply for OPT 90 days prior and up to 60 days following the completion of studies

STEP 1: Sending Your Documents: Download and complete the following forms and email them to oiss@unlv.edu with the subject "OPT Request Form for (NSHE#)", - Please fill them out on your computer and save them as PDFs – please do NOT print them out or fill them out with pen.

1. Proof of Graduation (https://goo.gl/aYPbFS)
   - This needs to be printed & scanned because it needs to be signed by your academic advisor
2. OPT Request Form (https://goo.gl/SPpQ1q)
3. I-765 form (http://www.uscis.gov/files/form/i-765.pdf) (Official USCIS Instructions: https://goo.gl/HCN4Cs)
   - **Additional instructions can be found here: https://goo.gl/bwNqSZ**
4. G-1145 form (http://www.uscis.gov/files/form/g-1145.pdf)

STEP 2: Scheduling an Appointment
- A DSO will review your documents and contact you if corrections need to be made and when the I-20 is ready
- Processing your I-20 for OPT will take up to 7 business days
- Once you receive an email for your OPT I-20, make an appointment with your international advisor (DSO)
    - Please make an appointment at www.unlv.mywconline.com

STEP 3: Your OISS Appointment: You will need to bring the following to your appointment – to complete the process, organize your documents in this order:

1. Two (2) passport-style photos (2"x 2") taken within 30 days. The background must be completely white.
2. Check or money order for $410, payable to: **Department of Homeland Security**
3. Completed G-1145 form
4. Completed I-765 form. **Do not sign.**
5. Photocopies of pages 1 - 3 of all your previous I-20s (Do not copy the regulations)
   - This includes I-20s from previous schools (including those from high school – *if applicable*)
6. Copy of your I-94 (front and back) or you can print an electronic copy at www.cbp.gov/I94
7. Copy of your current valid passport (Passport Photo Only)
8. Copy of your F-1 visa
9. Copy of the front and back of your previous Employment Authorization Document (EAD) *(if applicable)*

STEP 4: Mail your OPT application to USCIS: Mail your application to either of the below addresses. Your application must be received within 30 days of the date on the OPT I-20. It is *your* responsibility to send it on time!

For U.S. Postal Service (USPS) Deliveries:	For Express Mail and Courier Deliveries:
USCIS PO Box 21281 Phoenix, AZ 85036	USCIS Attn : AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034

Important: If you receive a Request for Evidence from USCIS, bring it in to an OISS advisor immediately and we will help you respond. This request is time sensitive, so bring it to OISS a soon as possible.

APPROVED OPT APPLICATION: If your OPT is approved, you will receive an email from USCIS. 2-3 weeks after you receive the email, you should receive your EAD Card in your mail. **ONLY THEN YOU CAN START WORKING.**
- It is your responsibility to update OISS with employment updates by completing the OPT Reporting form available at http://www.unlv.edu/iss/f1-forms
- You have 90 days of unemployment, after that your OPT may be cancelled

DENIED APPLICATION: If your OPT is denied, you will receive a letter in your mail with information on how to proceed.