

OPT GUIDE

For students graduating in December after **FALL 2021**



STEP 1 INFO SESSION

ATTEND ONLINE INFO SESSION

Join the Zoom session linked on GVSU International Student's Blackboard Organization:

Sep 28, Tuesday, 2-3 PM

If you cannot attend the session live, a recording will be posted to Bb.



STEP 2 OPT REQUEST FORM

AVAILABLE ON BLACKBOARD

Complete OPT Request form. Your requested start date is critical! This is used to create your OPT Request I-20 and considered by immigration when approving your OPT work authorizations.



STEP 3 PHOTOS & CHECK

Passport Photos

2 color passport photos.
Available for purchase at Walgreens.

Check

\$410 check made out to USCIS.

This can be:

- personal checks
- cashier's check
- money order (Meijer's customer service desk, bring \$410 cash)



STEP 4 IMMIGRATION FORMS

AVAILABLE ON BLACKBOARD AND ONLINE

Complete:

- G-1145
 - I-765 : original signature required!
- Print one-sided for your application to USCIS.

Submit on Blackboard for review



STEP 5 PREPARE DOCUMENTS

Make color photocopies of the following to submit to USCIS.:

- passport photo page
- visa stamp
- I-94
- previous EAD (if applicable)
- Previous I-20s

Submit color PDF scans of photo page, visa stamp, and I-94 on Blackboard.



STEP 6 1:1 MEETING

You will meet with Kate or Libby to review your documents and answer any individual questions.

These meetings will be scheduled during the live Info Session (see Step 1).



STEP 7 ORDER DOCUMENTS

1. Passport Photos
2. Check
3. G-1145
4. I-765
5. Copy of passport photo page
6. Copy of visa stamp
7. I-94
8. Copy of previous EAD (if applicable)
9. Copy of new OPT Request I-20
10. Previous I-20s (newest to oldest)



STEP 8 MAIL

WITH TRACKING!!

Via USPS:

USCIS
P.O. Box 805373
Chicago, IL
60680

Via FedEx, DHL, or UPS:

USCIS
Attn: I-765 C03
131 South Dearborn
3rd Floor
Chicago, IL, 60603-5517

QUESTIONS?

Contact GVSU's ISS: istudents@gvsu.edu