

READ THIS FIRST!

STEPS TO A SUCCESSFUL APPLICATION:

- **Choose a beginning and ending date for your employment**

Students engaging in OPT after graduation: Your beginning date can be any day in the 60-day period after you complete your studies. Your completion date is the University's official end-of-term date of your final term. For example, if your last term ends May 1, you may choose any date between May 2 and June 30 as your work start date.

- **Submit your application early.** It may take four months or longer for U.S. Immigration and Citizenship Services (USCIS) to process your application. Therefore, you should submit your application packet to the International Services Office approximately *18 weeks* before the beginning date you have chosen. **Exception:** Students who have not completed the required two terms in status may submit an application to USCIS *no earlier than 90 days* before the end of their second term. **Your application must be received by USCIS before the date your program ends (i.e., the University's official end-of-term date of your final semester).**
- **Avoid Delays.** Follow instructions. Complete your application carefully and thoroughly. Applications which are incomplete or incorrect will be returned to the applicant for correction. (This includes photos that do not meet standards.) Allow *one week* for the ISO to process your application and mail it to USCIS.

THIS APPLICATION PACKET CONTAINS:

- **Academic Clearance Form** (for students engaging in OPT after completion of studies only)
This form must be signed by your *academic* advisor (*not* the foreign student advisor).
- **USCIS Form I-765** (*Application for Employment Authorization*) + **Instructions** for completing the form
- **Employment Information Sheet**
- Overview of the OPT application process

THE COMPLETED PACKET MUST INCLUDE:

- A **money order** (preferred) or **check** in the amount of **\$340 U.S. dollars**, made payable to "USCIS"
- 2 identical passport-style photos** (posed full face, front view). The photo (your image and the background) should measure 2" X 2". The image should be centered and the head should measure 1" – 1 3/8" in length. *We recommend having photos taken at Immigration Photos, 260 Mt. Elliott, Detroit (313-567-2550). For Canadians who wish to have photos taken in Windsor, we recommend Lena Photos, 1664 Wyandotte Street West (519-256-6747).*
On the back of each photo write
 - ▶ Your name (family name first)
 - ▶ Your SEVIS number (10-digit number beginning with N that appears in the top, right-hand corner of the I-20)
- A copy of **both sides** of your **I-94 card***
- A copy of both pages of your most recent **I-20** (Required for Law School students only)
- A copy of a **photo ID** which includes your **birth date.*** Please submit the ID page of your **passport**. If you do not have a passport, you may submit a driver's license. *Your picture must show clearly.*
- Completed **Form I-765**
- Completed **Employment Information Sheet**
- Signed Academic Clearance Form* (if applicable)

***Copies of all documents must be on a full 8 ½ X 11 sheet of paper. Please do not cut documents down to size or staple documents together.**