

Optional Practical Training Procedures

In order to submit an application for an OPT card, also known as an Employment Authorization Document (EAD) an appointment will need to be made with the Coordinator, International Student Services (Karin Griffith).

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**When to apply: up to 90 days before the end of your program;
or up to 60 days after your graduation**

Work done for OPT must be directly related to the student's major area of study.

Prior to the appointment the applicant will need to do the following:

1. Complete Form I-765, Application for Employment Authorization at website: <http://www.uscis.gov/portal/site/uscis> Click on 'Immigration Forms' and then scroll down to the one numbered: I-765.

In item 16, mark one of the following codes:

(c)(3)(A) for pre-completion OPT, (c)(3)(B) for post-completion OPT, and (c)(3)(C) for a 17-month STEM OPT extension.*

2. Apply for graduation with your academic advisor and obtain documentation from your academic advisor indicating the expected date of completion of studies.

3. Write a check or obtain a money order to **U.S. Department of Homeland Security** for **\$380.00**.

4. Obtain 2 color passport-style photos taken recently. Photos must have a white background and show your entire face in a full-frontal position. They must have a glossy finish and not be mounted. Your face should be approximately 1 3/16 inches from the hair to the neck (just below the chin) and 1 inch from ear to ear.

The applicant will need to bring the following to the appointment:

1. Completed Form I-765.
2. Check or money order in the amount of the fee (\$380)
3. Letter or email from Advisor confirming your graduation date
4. All previous Forms I-20s
5. Two color photos.
6. Passport and I-94 card

Please allow 3 months for this request to be processed.

* (OPT) will be extended by 17 months, for a total of 29 months, for certain **STEM** degree holders (Science, Technology, Engineering, Mathematics). <http://www.ice.gov/sevis/stemlist.htm>

If you are a STEM student requesting a 17 month extension under the eligibility code (c)(3)(C), you must also submit a copy of your degree, an official transcript, and the employer name as listed in E-Verify, along with the E-Verify Company Identification Number. This information must be provided in Item 17 of the form.

The logo for 'opt·in' features the word 'opt' in a blue, lowercase, sans-serif font, followed by a blue dot and the word 'in' in a larger, blue, lowercase, sans-serif font.