

Optional Practical Training (OPT)

After you have submitted your application on www.Liberty.edu/OPTapplication and your Academic Evaluator and the Embedded International Student Accounts Representative have approved it, your International Student Advisor (ISA) will issue you the I-20 with OPT recommendation.

Documents required for OPT Packet

- ✓ Digital passport photograph (Must meet the [USCIS Color Photograph Specifications](#)). Quality photos must be less than 30 days old and can be taken at Liberty University Card Services, the local CVS, Walgreens, or Wal-Mart
- ✓ Digital color copy of the student's [I-94](#)
- ✓ Digital color copy of your passport (visa and picture page)
- ✓ Digital color copy of student's I-20 with previous OPT or CPT approved authorizations, if applicable
- ✓ Digital color copy of student's valid Employment Authorization Document (EAD) card (front and back), if applicable

Submit the online I-765 Form

Please create your account with USCIS at https://myaccount.uscis.gov/users/sign_up
You may request an appointment with your ISA to guide you on how to submit the online I-765 Form on the USCIS website. To schedule a meeting, please call the Front desk of the ISC at (434) 592-4118.

Report your OPT

After your OPT application is approved by USCIS, you are required by Federal Regulations to report to your ISA for the duration of your OPT. Your requirements are listed below.

- Send a copy of your OPT EAD card (front and back) to your ISA.
- Pick up a new copy of your I-20 with your approved OPT dates.
- Create your SEVP OPT Portal after you are approved and update the portal with changes in employment, address, or contact information within 10 days. Please note that you must receive a new copy of your I-20 anytime you change employers.