

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, set up an appointment with your International Student Advisor (ISA) and bring the following documents. Your ISA will review your documents and create a new OPT I-20.

Documents required for OPT Packet	
✓	Form G-1145 available at www.uscis.gov/g-1145 (type not hand written). This form is not required but recommended, as you will receive text messages and emails to update you on your case.
✓	Form I-765 available at www.uscis.gov/i-765 (type not hand written). For instructions on how to complete this form, watch the OPT Application video on www.liberty.edu/isc
✓	Money order, cashier's check, or completed Form G-1450 for \$410. Make money order or cashier's check out to "Department of Homeland Security". Form G-1450 can be found on www.uscis.gov/g-1450
✓	Two (2) U.S. passport-size pictures taken within 30 days. Photos can be taken at Liberty University Card Services.
✓	New OPT I-20 issued by your International Student Advisor. *Note: The USCIS must receive your OPT packet within 30 days after the I-20 is created.
✓	Color photocopy of your passport (visa and picture page)
✓	Color photocopy of your Form I-94 or copy of I-94 stamp inside the passport and electronic copy found on the U.S. Customs and Border Protection website.
✓	Photocopies of all previous I-20s, including, if applicable, those from other schools.
✓	Photocopies of any previously-issues EAD cards (if applicable)

Mail your application	
After you have prepared your OPT packet with your ISA, mail your packet to the below address if you are mailing inside Virginia. If mailing your application outside of Virginia, please check the USCIS website for shipping address www.uscis.gov/i-765 . We recommend copying your application before sending and sending your packet with tracking information.	
For U.S. Postal Service (USPS):	For FedEx, UPS, and DHL deliveries:
USCIS P.O. Box 805373 Chicago, IL 60680	USCIS Attn: I-765 C03 131 South Dearborn – 3 rd Floor Chicago, IL 60603-5517

Report your OPT
After you are approved for OPT, you are required by Federal Regulations to report to your ISA for the duration of your OPT. Your requirements are listed below.
<ul style="list-style-type: none"> • 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.