

Procedures for Applying for OPT

Questions please call Paula Fossum, Executive Assistant for Student Services at 651-641-8216 or email fossum@csp.edu.

___ Submit documentation from Academic Advisor indicating the current academic status and the expected date of completion of studies

___ Fill out I-538 to turn into the Student Services Office.

___ Set up an appointment to meet with the Executive Assistant for Student Services (651-641-8216 or fossum@csp.edu) to update your I-20 to show that OPT is pending.

___ Complete Form I-765, application for Employment Authorization using the code “(C) (3) (i)” at item 16

___ Processing fee of \$180 make check to the order “USCIS” plus \$70 biometrics services fee if you have not already been fingerprinted for another immigration benefit

___ Copy of the student’s I-94 front and back

___ Copy of the student’s I’20 including page 3 showing OPT pending

___ Obtain 2 full-face color photos

___ Copy of the ID pages from your passport

___ Copy of your last EAD (front and back)

___ Write Original Submission on Envelope and Cover Letter

Mail to:

USCIS Service Center
P.O. Box 87765
Lincoln, NE 68501-7765