

Applying for Optional Practical Training

1. The student e-mails International Student and Scholar Adviser/DSO a request for Optional Practical Training (OPT). The e-mail must include the start date (m/d/y) and the end date (m/d/y).
2. The student brings to the International Student and Scholar Adviser/DSO the following items:
 - a. Passport
 - b. Current I-94 card
 - c. 2 passport photos (free service available at the Center for International Education—inquire at reception desk)
3. Student and DSO meet and sign I-765 and SEVIS I-20 update.
4. DSO returns updated SEVIS I-20 to the student.
5. DSO submits completed Employment Authorization Document (EAD) application to ICE Texas Service Center with:
 - a. \$340 fee
 - b. I-765 form
 - c. 2 passport style photos w/I-94 number printed on reverse
 - d. Copy of I-94
 - e. Copy of SEVIS I-20
6. WE WAIT....
7. DSO receives Notice of Action with processing time, etc.
8. WE WAIT...
9. You receive your EAD (Employment Authorization Document, a.k.a. “work permit”)!
10. We make a copy of the card for your file.