OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies
University of Pittsburgh

OPT APPLICATION CHECKLIST

☐ Original, completed Form G-1145 (www.uscis.gov/g-1145)
☐ Original, completed and signed Form I-765 (www.uscis.gov/i-765)
  • Be sure you are using the most recent version of the form and send all pages to USCIS
  • Review OIS’ Sample I-765 (https://www.ois.pitt.edu/sites/default/files/Sample-i-765.pdf)
☐ Photocopy of newest I-20 with OPT recommendation on page 2. No staples, please!
☐ Photocopies of all previous I-20s (including those from former schools). Make sure your signature is on
  the front page of each I-20. No staples, please!
☐ Photocopy of the biographical page of your passport
☐ Photocopy of your F-1 visa stamp
☐ Photocopy of your I-94 Admission Record (cbp.gov/i94)
☐ Photocopy of any previous EAD cards (if applicable)
☐ Filing fee of $410.00
  • If paying by check or money order, make payable to: “U.S. Department of Homeland Security”. Remember to write the date on the check!
  • If paying by credit card, complete and sign Form G-1450 (www.uscis.gov/g-1450).
☐ Two US passport-style (2 inches x 2 inches) photographs taken within the last 30 days. Lightly print
  your name and I-94 Number on the back of each photo in pencil. The photos should be placed
  in an envelope or plastic bag and paper clipped to the application so they are not lost.
  travel.state.gov/content/travel/en/passports/requirements/photos.html
☐ Make a copy of all materials to keep for your personal records before mailing to USCIS.
☐ Keep the receipt (with tracking number) from FedEx, UPS, or USPS after mailing your application.

Social Security Cards
If you already have a Social Security Number (SSN), you should not apply for another one. If you wish to
apply for an SSN as part of the OPT process, indicate that on Form I-765.

An SSN will be issued only if the OPT application is approved. The Social Security card will be mailed
within 7 business days after the EAD is approved and mailed. Please allow additional mailing time if you
choose to have your documents mailed to OIS. All mail is sorted in Pitt’s mailroom before coming to OIS.

Mailing Instructions
Application materials must be received at USCIS no later than 30 days after the OPT Recommendation I-20 has been issued. Contact OIS if you cannot meet this deadline.

USCIS Mailing Address – for Express Mail and Courier Deliveries (UPS, FedEx):
USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517
Phone: 800-375-5283

PLEASE NOTE: Please consider confirming the correct filing address at the USCIS website -
https://www.uscis.gov/i-765-addresses. This information listed above is current as of the revised date
below.
OPT / STEM OPT EMPLOYMENT:
DIRECT RELATIONSHIP TO MAJOR AREA OF STUDY

The federal government’s regulations require that ALL employment during the OPT and STEM OPT authorization periods must be directly related to the student’s major area of study.

In 2019, the federal government issued more specific guidance about how students must explain the direct relationship between students’ major area of study and their employment. When reporting their employment, students must:

- Explain the regular duties of their position (2 to 4 sentences)
- Make logical connections between their job duties and their degree program / coursework in their major area of study (1 to 2 sentences)

Students must provide this explanation via the online e-forms in the “OPT Report Participation” section of My OIS. OIS will review students’ explanations and ask for more clarification, if necessary. After reviewing students’ explanations, OIS will enter students’ employment information directly into the SEVIS database.

Students may review their OPT information via the federal government’s SEVP Portal.

The federal government has provided some sample explanations:

- **Bachelor’s degree in Electrical Engineering:**
  - “I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.”

- **PhD in Computer Science:**
  - “I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.”

- **Master’s degree in Music:**
  - “I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.”

If you have more in-depth questions, contact your OIS Immigration Specialist.