



Post-Completion Optional Practical Training (OPT) Application Form I-756: Application for employment Authorization. General from Instruction

Go to <https://www.uscis.gov/i-765>. The online form is PDF fillable, we recommend you type in your answers then print and sign in **black** ink. Bring a saved copy of the form on a USB to your appointment with your DSO. It will be much easier to make corrections, in needed, to the form this way.

Part 2 - Item 1.a. – 1.c.: Name. Enter your name as it appears in your passport.

Part 2 – Item 5.a. – 5.c.: Address. Be sure to use a valid address where you will be able to receive mail in the months after you submit your application. We strongly suggest that you use our office address or a P.O. box if your name is not on your home mailbox. USCIS may not deliver mail if your name does not appear on your mailbox. Mail sent from USCIS cannot be forwarded, so if you use an invalid address, you will not receive your Employment Authorization Document (EAD). You may put the Office of International Programs and Services address, but we will only allow students to pick-up their mail (we do not mail it out to you). This may cause a delay in receiving your documents. If you chose to do this, please use the address below:

Your Name C/O International Programs
735 Anderson Hill Road
Purchase, NY 10577

Part 2 - Item 8 & 9: If this does not apply to you, place 'N/A' in the box.

Part 2 – Item 12: If you have ever applied for USCIS employment authorization before, answer yes and enter where and when you applied, whether it was granted or denied and attach a photocopy of the EAD card issued for it.

Part 2 – Item 21.a.: I-94 Number is the 11-digit “Admission Record Number” you received when you entered the U.S.
<https://i94.cbp.dhs.gov/I94/#/home>.

Part 2 – Item 21.c.: If this does not apply to you, place 'N/A' in the box.

Part 2 – Item 22: Date of Last Arrival. is the date on your I-94 unless your entry was at a land border.

Part 2 – Item 23: Refer to your I-94 travel history to confirm port of entry.

Part 2 – Item 27: Eligibility Category. Enter the code that applies to the type of OPT you are requesting: Pre-Completion OPT – (c)(3)(A) or Post-completion OPT – (c)(3)(B)



INFORMATION ABOUT APPLICATION PROCESSING

1. If everything is in order, OIPS will issue you a new Form I-20 with your OPT Request on it and contact you to come in to pick up your complete application for filing.
2. OIPS will provide you with information about how and when to send your application to USCIS.
3. If you put the OIPS address on your Form I-765, USCIS will communicate with us about your application. If they request additional information, we will contact you. If your application is approved the Employment Authorization Document (EAD) will be sent to our office and we will contact you to come in and pick it up.
 - USCIS Processing Time Information: <https://egov.uscis.gov/processing-times/>
 - Tracking Application on USCIS "My Case Status": <https://egov.uscis.gov/casestatus/landing.do>
4. DO NOT begin working until you have received your EAD Card.