Northwest Nazarene University

OPT Filing Instructions

To apply for OPT; please bring the following documents to the Registrar. We will review your application and check your status maintenance then issue the I-20 on which your OPT will be recommended. Once you sign this new I-20, we will mail your application to the USCIS. The process of receiving your application, recommending OPT, and sending the application to USCIS takes approximately 5-7 business days, so please plan ahead!

[ ]  USCIS form I-765. You may download the form from the USCIS website at [www.uscis.gov](http://www.uscis.gov) (click on Forms and scroll down to the I-765). Please complete the form and bring a photocopy for your file. If you think there is any chance that you will move in the 3 months it may take USCIS to process your OPT application, please consider using our office address. Your EAD is a federal mail which is NOT forwarded by the post office. If you move while your OPT application is being processed, your EAD may be returned to USCIS, which can significantly delay your receiving your work authorization.

[ ]  Check or money order for $410.00 made payable to U.S. Department of Homeland Security. USCIS will not accept cash. Be sure to check the USCIS website for the most current fees: [www.uscis.gov](http://www.uscis.gov) (click on Forms and scroll to I-765).

[ ]  USCIS form G-1145. You may submit this optional form with you OPT application to receive electronic notification that your form has been accepted at the USCIS lockbox facility to which it was sent. You may download the form from the web: [www.uscis.gov](http://www.uscis.gov) (click on Forms and scroll down or search for G-1145).

[ ]  Two RECENT (taken within the last 15 days) passport photos - Write your name and I-94 number on the back of each photo.

[ ]  Photocopies of the following pages of your passport: identity pages (including photo, personal information, and expiration date), and US visa.

[ ]  If you have a paper I-94 card, submit a copy of both sides. If you do not have a paper I-94 card, download an I-94 from [www.cbp.gov/I94](http://www.cbp.gov/I94).

[ ]  Photocopies of *all* CPT authorizations during your current degree program (including those from previous schools, if applicable)

[ ]  Photocopies of previous Employment Authorization Documents - If you have received an EAD card in the past for any reason please bring a photocopy of both sides of the card.

[ ]  Upon submitting all the required documentation, a new I-20 will be created, which you will need to sign before the application can be sent. You will be contacted when the new I-20 is ready to be signed.

**If you have any questions regarding OPT, please contact the Registrar at naayers@nnu.edu.**