Please read these instructions carefully. After we return your processed application, you are responsible for mailing a complete OPT application to the U.S. Citizenship and Immigration Services (USCIS). Applications must be received within 30 days of the recommendation made in SEVIS by ISSS.

* You must meet with International Student and Scholar Services prior to mailing your application for OPT.

1. **Complete Middlebury College’s OPT Application Form:**
   - Please verify that the majors you list are the same as those that currently appear on your personal BannerWeb Information page. If they are not the same, you must submit the necessary form to the Registrar’s Office to update your information.

2. **Complete U.S. Government’s Application for Employment Authorization Form I-765.**
   - **For "I am applying for:"**
     - if you have not applied for OPT before, check “Permission to accept employment”
     - if you have received OPT before, check “Renewal of my permission to accept employment”
   - **Item #3,** we strongly recommend that you use our address, which we have entered in the application. When your Employment Authorization Document/Card (EAD) arrives, we will make copies for your file, and will send the EAD to you. You are responsible for providing us with a forwarding address to which we can mail your card if it arrives after you have left campus.
   - **If you use another U.S. address,** please be advised that your name must appear on the mailbox in order for the Postal Service to leave mail from USCIS.
   - **Item #9,** you do not need a Social Security Number to apply for OPT, but you will need one to be paid by your employer.
   - **Item #10,** list the number in the upper left hand corner of your I-94 card or electronic I-94 record.
   - **Item #11,** “Dates” means the start and end dates of OPT previously granted. If you have applied for OPT as a Middlebury College student, under “Which USCIS Office”, put “Vermont Service Center.” If you have applied while a student at another school, please check with us and we can help you figure out which USCIS office you applied through.
   - **Items #12 and #13,** the "Date and Place of Last Entry" is usually on your current I-94 card or electronic I-94 record.
   - **Items #14, #15** we have completed the necessary information.
   - **Item #16,** enter one of the following codes:
     - (c)(3)(A) for PRE-completion OPT (pre-graduation)
     - (c)(3)(B) for POST-completion OPT (post-graduation)
   - **For your signature** on Block 16, sign neatly **between the lines.** USCIS will scan this signature onto your EAD.
   - **For your telephone number,** please use a number which will be valid after you leave the College. If you do not have a phone number which will be valid, use the ISSS number; (802) 443-5858.

3. **Compile documents in the order listed** on the Checklist on the opposite page and submit to International Student and Scholar Services. If Optional Practical Training (OPT) is recommended, we will produce a new SEVIS I-20 for you, endorsed with a recommendation, within one week. We will contact you when you may pick up your completed application.

   **In the meantime, you should:**

4. **Obtain two photographs to U.S. Government specifications** (see sheet included in this packet). Write your name and date of birth on the back of each photo in pencil (as ink may smudge).

5. **Prepare a money order (preferred) or check for $380.00 paid to the order of the following:** U.S. Department of Homeland Security. Your name and date of birth should be reflected on the money order/check. The money order/check must be drawn from a financial institution based in the U.S.

Please do not submit your photographs or your $380 application fee with your application to ISSS. You will include these items in the envelope to USCIS after we have processed your application.

SEE BACK PAGE

Updated 11/2015
CHECKLIST:
Submit your materials to International Student and Scholar Services in this order

_____ Completed Middlebury College OPT Application
_____ Completed U.S. Government Application for Employment Authorization Form I-765
_____ Completed letter regarding your mailing address, if you have used our office address

_____ 1 copy of your I-94 card front and back or current electronic I-94 record (available at: https://i94.cbp.dhs.gov/)

_____ 1 copy of your most recent U.S. entry stamp in your passport (usually on the page of your passport across from your F-1 visa.)

_____ 1 copy of your previous EADs (Employment Authorization Documents) (front and back) This applies only to students who have previously received work authorization.

_____ 1 copy of your passport name, information, expiration date and photo page/s (You may need to copy more than one page, if these items are not all on the same page.)

_____ 1 copy of your most recent F-1 visa  (Note: If your visa is in an expired passport, and you have a current passport, provide copies of each passport and note on the pages: ”old passport – contains visa” and “current passport.”)

_____ 1 copy first & signature pages of any/all previous I-20 Forms

Please keep a copy of all of these items for your records.
Instructions for OPT Application

**Photo Requirements**

Two photos meeting the specifications listed below are needed for your OPT application.

- Both photos should be identical
- The photos must be passport-type photos AND IN COLOR.
- The photos must measure exactly 2 inches by 2 inches.
- The photo should show a clear, front view, full face of the customer. The customer should be in normal street attire, without hat or dark glasses against a plain white or off-white background. The customer should have a natural expression, mouth closed, and eyes open and looking directly ahead. Photos in which the face of the person being photographed is not in focus will not be accepted.
- The customer's head, measured from the bottom of the chin to the top of the hair, should be between 1 inch and 1-3/8 inches. The head should be centered in the photo. The head of the person being photographed should not be tilted up, down or to the side. It should cover about 50% of the area of the photo.
- Photos should be taken within 30 days of filing your application.

Photos may be obtained at the following locations in Middlebury (listed in order of proximity to campus):

<table>
<thead>
<tr>
<th></th>
<th>US Post Office</th>
<th>UPS Store</th>
<th>Kinney Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>802-388-2681</td>
<td>802-388-3020</td>
<td>802-388-0973</td>
</tr>
<tr>
<td><strong>Hours:</strong></td>
<td>M-F 9-11 and 12-3</td>
<td>M-F 8-6, Sat. 9-5</td>
<td>M-F 8-9, Sat. 8-9, Sun. 9-6</td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
<td>2 photos cost $15.00</td>
<td>2 photos cost $11.63</td>
<td>6 photos cost $10.00</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>10 Main Street Across from the town green</td>
<td>105 Court Street Route 7 South, on left side across from Key Bank</td>
<td>40 Court Street Route 7 South, next to Aubuchon Hardware</td>
</tr>
<tr>
<td><strong>Time:</strong></td>
<td>Available in a few minutes</td>
<td>Available in a few minutes</td>
<td>Available in a few minutes</td>
</tr>
</tbody>
</table>

(As of February 2015)