Instructions for OPT Application
Middlebury College • International Student and Scholar Services

Please read these instructions carefully. After we return your processed application, you are responsible for mailing a complete OPT application to 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 and Sign Middlebury College’s OPT Application Form:
   - This document consists of the ISSS application form and USCIS mailing letter. Please verify that the majors you list are the same as those that currently appear on your personal BannerWeb. If they are not the same, you must submit the necessary form to the Registrar’s Office to update your information.

   - 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:
     **ISSS 84 S. Service Rd. Middlebury College (write College in the APT box to get it to fit)**
     Middlebury, VT 05753
     When your Employment Authorization Document/Card (EAD) arrives, we will make copies for your file and 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, note that your name must appear on the mailbox in order for the Postal Service to leave mail from USCIS. You must also send a scanned copy of your EAD to ISSS.
   - 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 for most students, this will be “F-1 student”
   - 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 page 2, sign neatly and keep your signature within the box. 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 an updated Form 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 complete steps 4 & 5:

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 $410.00 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 $410 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
**CHECKLIST:**
Submit your materials to International Student and Scholar Services in this order

- [___] Completed Middlebury College OPT Application
- [___] Completed letter regarding your mailing address, if you have used our office address
- [___] Completed Form I-765 Application for Employment Authorization
- [___] 1 copy of your I-94 card front and back or current electronic I-94 record (available at: [https://i94.cbp.dhs.gov/](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

**ISSS does not need to see these items, but you must have them to submit with your application to USCIS:**
- [___] Two passport photos
- [___] U.S. Check or Money Order payable to U.S. Department of Homeland Security for US $410

Please keep a copy of all of these items for your records.
Photo Requirements

Per the USCIS instructions for Form I-765, these are photo requirements that are specific to this application:

You must submit two identical color photographs of yourself taken within 30 days of filing your application.

- The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.
- The passport-style photos must be 2 x 2 inches (51 x 51 mm).
- The photos must be in color with full face, frontal view on a white to off-white background.
- Head height should measure 1” to 1 3/8” from top to bottom of chin, and eye height is between 1 1/8’ to 1 3/8” from bottom of photo.
- Your head must be bare unless you are wearing headwear as required by a religious order of which you are a member.
- Using pencil or felt pen, lightly print your name and date of birth on the back of the photo.

In addition, here are additional passport photo recommendations from [https://travel.state.gov/content/passports/en/passports/photos/photos.html](https://travel.state.gov/content/passports/en/passports/photos/photos.html):

- Taken in clothing normally worn on a daily basis
- No glasses
- No hats or head coverings
- No headphones or wireless hands-free devices.

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

<table>
<thead>
<tr>
<th>Location</th>
<th>US Post Office</th>
<th>UPS Store</th>
<th>Kinney Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>802-388-2681</td>
<td>802-388-3020</td>
<td>802-388-0973</td>
</tr>
<tr>
<td>Hours:</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>Cost:</td>
<td>2 photos cost $15.00</td>
<td>2 photos cost $11.72</td>
<td>6 photos cost $8.99 (varies)</td>
</tr>
<tr>
<td>Location:</td>
<td>10 Main Street</td>
<td>105 Court Street</td>
<td>40 Court Street</td>
</tr>
<tr>
<td></td>
<td>Across from the town green</td>
<td>Route 7 South, on left side across from Key Bank</td>
<td>next to Aubuchon Hardware</td>
</tr>
<tr>
<td>Time:</td>
<td>Available in a few minutes</td>
<td>Available in a few minutes</td>
<td>Available in a few minutes</td>
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