OPTIONAL PRACTICAL TRAINING (OPT) PROCEDURES
(Before Graduation)

For your convenience, please check off as you complete the following steps:

Bring the following items to the ISA office in order to apply for OPT:

_____ your completed Form I-765

_____ check or money order for **$380.** made payable to **Department of Homeland Security**.

_____ your passport and I-94

_____ your current I-20 form

_____ all of the I-20s that have been issued to you (from Manhattan and any other schools you may have attended in the U.S.

_____ any previous EAD (**E**mployment **A**uthorization **D**ocument) card(s) you may have.

_____ 2 passport-sized photos in color with a white-background
(see important instructions on photo requirements on the reverse side of this page.)

You will mail these items to USCIS lock box in Texas after the ISA has processed your OPT application:

_____ Form I-765.

_____ check or money order made payable to **Department of Homeland Security**.

_____ photocopy of I-94 (both sides) and visa.

_____ photocopy of the identity pages of your passport, which include your picture.

_____ photocopy of any previous EAD card (both sides), if applicable.

_____ 2 passport-sized photos

_____ photocopy of your SEVIS I-20 (not original) with an endorsement for OPT by the ISA

_____ photocopies of all other I-20s that have been issued to you.

To check on the progress of your EAD card go to:

https://egov.immigration.gov/cris/jsps/index.jsp

Special instructions regarding photos for your EAD card:

For an example of the new photo see the examples on the back of this sheet:
The photo should not be larger than 2 by 2 inches, with the distance from the top of the head to just below the chin measuring about 1-3/8 inches.

1. Frame subject with full face, front view, eyes open.
2. Make sure the photo presents full head from top of hair to bottom of chin; height of head should measure
   1 inch to 1-3/8 inches (25mm to 35 mm).
3. Center head within the frame of the picture.
4. Make sure eye height is from between 1-1/8 inches to 1-3/8 inches (28 mm and 3 mm) from the bottom of the photo.
5. Photograph subject against a plain white or off-white background.
6. Position subject and lighting so that there are no distracting shadows on the face or background.
7. Compose your face in a natural pose.
8. There must be no spots on the photo.
9. There must be no shadows on the photo.
10. There must be no reflections on the photo.
11. NO GLASSES should be worn in the photos.
12. Print your name and I-94 number on the back of the photos in PENCIL. DO NOT PRESS ON THE PICTURE.

13. Place the photos in an envelope or small plastic sandwich-size bag and attach the envelope or bag to the OPT application packet. Be sure not to staple or otherwise put any holes in the pictures.

The photos can be taken locally at one of the business listed below:

Jin's Photo Imaging
204 W 231st St. (and Broadway)
Bronx, NY 10463
(718) 796-1952

Rite Aid Pharmacy
5825 Broadway at 238th St.
Bronx, NY 10463
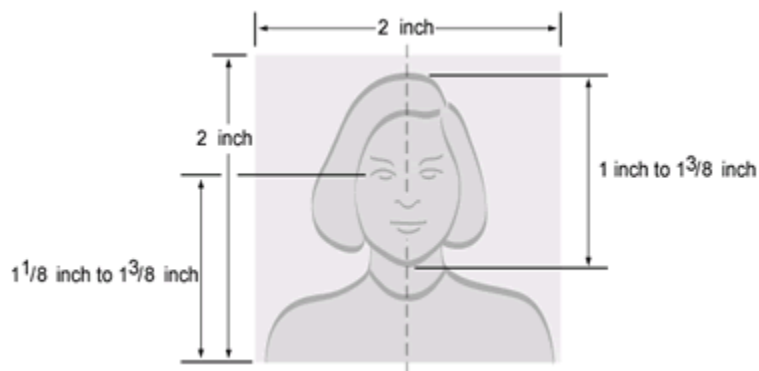(718) 581-0843

Photos should look like this:

Figure 2. Head Position & Placement

Well-Composed Photos

When everything is assembled, completed application, documents, photos and fee should be mailed to:

U.S. Mail: **USCIS**
P.O. Box 660867
Dallas, TX 75266

Express Mail Services: USCIS
Attn : AOS
2501 S. State Hwy. 121, Business
Suite 400
Lewisville, TX 75067

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