

OFFICE OF GLOBAL ENGAGEMENT

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When to Apply:

PreCompletion

- x Students may apply as early as 90 days before being enrolled at Stockton Full Time for one academic year, as long as OPT employment start date is after the one full time academic year requirement
- x If one full time academic year requirement has been met students may apply 120 days before requested OPT start date

PostCompletion

- x Students may apply as early as 90 days before their program's end date indicated on the student's I20
- x Students who have completed their degree programs may apply up to 60 days after their program end date (during the 60 day grace period)

Application Process:

Part I (for the student)

1. Complete the OPT Request Form
2. Complete [Form-I765](#)

Fill it out electronically then print it; sign your name in blue ink

Check off 'I am applying for' section of EAD

- x PreCompletion OPT (c) (3) (A) under Item 27
- x PostCompletion OPT (c) (3) (B) under item 27
- x 24-month (STEM) OPT Extension (c)(3) (C)

Part III (for the student)

Based on your address, ship your package to the designated [USCIS lockbox facility](#) in New Jersey, please ship it to:

USCIS Dallas Lockbox

For U.S. Postal Service (USPS):

USCIS
PO Box 805373
Chicago, IL 60680

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

Remember: Generally, USCIS will need at least 90 days to process your I-765 and send your EAD to the mailing address you've entered in your Form I-765. Please schedule beginning and ending OPT dates accordingly and remember that you may not begin your OPT work until you receive the EAD card.

Social Security Card

If you do not have a Social Security Number (SSN) yet, you may request one within your Form I-765

Travel:

If you have been approved for OPT employment, but do not have a written job offer, you will not be able to re-enter once you leave the U.S.

Important Information:

During Post-Completion OPT, your F-1 status depends directly upon your employment. Therefore, you cannot accrue a combined total of 90 days of unemployment during your authorized Post-Completion OPT. When your Post-Completion OPT ends you must apply for STEM OPT Extension (if applicable) apply for a change of Education levels apply for a change of status or leave the U.S.

OPT Termination:

Your OPT ends when:

- x You transfer to another school
- x You enroll into a new degree program
- x Your EAD expires
- x You change to a new immigration status
- x Your STEM OPT Extension is denied

Remember: You must report to the Office of Global Engagement as soon as you receive a job offer; report changes to your name, address or employment information within 10 days; report any requests for change of status.

