Bergen Community College

International Student Center

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OPT Application Process

1. **Go to an OPT workshop, offered by the International Student Center every semester.** Visit http://www.bergen.edu/internationalcounseling to learn more about OPT. The OPT packet is available online at www.bergen.edu/isc/forms.

2. **Assemble the following:**
   a. Fill out form I-765 (c), (3), (b) http://www.bergen.edu/pages/forms
   b. Fill out form G-1145 http://www.bergen.edu/pages/forms
   c. Get two passport pictures taken, face frontal view, and write your name and SEVIS number on the back of each photo (the number in the top right corner of your I-20)
   d. Make out a check or get a money order for $340 made out to United States Citizenship and Immigration Service (USCIS). Note that this check is non-refundable, and make sure you always have enough money in your account to cover it!
   e. A copy of your passport (biographical/picture page, and visa page)
   f. A copy of your I-94 (front and back)
   g. A letter from you, describing what you would like to do, and how this is **directly** relates to your major at BCC, and how this will help you gain experience before returning to your home country, or transfer to a four year university.
   h. A copy of your I-20 (if you have more than one, copy them all, ALL THREE PAGES)
   i. Optional - Get a letter from an employer (On letterhead, have employer describe job description, period of employment, and have employer sign. Again, this is optional.)

3. **Make an appointment** with an International Counselor, at LEAST 60 days before your last day of classes, once you have your packet assembled. The Counselor will write a letter of support for your application, and prepare your new OPT I-20.

4. **Mail your application (within 30 days of the date on page 3 or your I-20):**
   - **If mailing with US Postal Service, send to: USCIS-P.O Box 660867, Dallas, TX 75266. (Send certified, return receipt mail.)**
   - **If mailing express mail or by courier, send to: AOS, 2501 S. State Highway, 121 Business Suite 400, Lewisville, TX 75067**

5. **Wait to hear from USCIS.** You will first receive a text or email, if you filled out the G-1145, and then the 797 Notice of Action. On this document, in the top left had corner is a receipt number. With this receipt number, you can check the status of your OPT application online at https://egov.uscis.gov/cris/Dashboard.do. Next, you'll receive a 797 Notice of approval (**keep this document for your files!**), and about a week or two later, you'll receive your EAD (OPT) card, at your home address.