

Mailing Address:
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OPT Application Process

1. Visit <http://www.bergen.edu/pages/2954.asp> to learn more about OPT, and go to a group presentation on OPT offered every semester. Then, make an initial appointment with an International Counselor 2-3 months before graduation with (Prof. Kyi or Ms. Nestmann). The OPT packet is available online. You CANNOT apply for OPT if you are in a general major!
2. Assemble the following:
 - Fill out form I-765 (c), (3), (b) <http://www.bergen.edu/pages/2974.asp> (if you would like an international counselor to manage your OPT application, then on the line called “other names” underneath the applicant’s name, write c/o Annique Nestmann DSO or Win Win Kyi PDSO, and put BCC’s address, not your home address.)
 - 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)
 - 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!
 - A copy of your passport (biographical/picture page, and visa page)
 - A copy of your I-94 (front and back)
 - A letter from you, describing what you would like to do, and how this is directly related to your major at BCC, and how this will help you gain experience before returning to your home country.
 - A copy of your I-20 (if you have more than one, copy them all, ALL THREE PAGES)
 - Optional - Get letter from employer (this is optional, but suggested. On letterhead, have employer describe job description, period of employment, and have employer sign.)
2. Make another appointment with an International Counselor, at LEAST 60 days before your graduation date. We will write a letter of support for your application to endorse it, and prepare other documents as necessary, including a new I-20. Once you sign your new I-20, we will then send your application to USCIS in Vermont, via certified mail. If you would like an International Counselor to manage our application, we can. You can also manage it on your own instead, it is your choice. Be sure to mark this on your I-765.
3. Wait to hear from USCIS, to receive your EAD card, at your home address, or at BCC if you are having an International Counselor handle your OPT application. If an international counselor is managing your application, she will email you once she receives a notice of action from USCIS. You may check your status online at <http://www.uscis.gov/files/form/i-765.pdf> with the receipt number on the 797-notice of receipt/action. If you choose to manage your application on your own, when your EAD card arrives, be sure to see an International Counselor immediately, as we need a copy of your card, for your immigration folder in the International Student Center.

Please note that you should NOT leave the USA country while you await your EAD card, and once on OPT, do NOT leave the country unless you have found a job!!!