

1. Pre-completion OPT can be filed up to 90 days before the requested start date, provided it is filed within 30 days of the date the DSO enters the OPT recommendation into SEVIS.
2. Employment authorization will begin on the date requested or the date the employment authorization is adjudicated, whichever is later.
3. You must inform International Services (IS) at the beginning of your authorized employment, so we can validate your SEVIS record.
4. All students are required to update IS of their name, address, employer's name and address while on Pre-completion OPT within 10 days of moving/changing, by submitting the Form IS-150 Data Validation.
6. Submit a copy of EAD (OPT) card to IS immediately upon your receipt.
7. While on OPT, your job (paid or unpaid) should be directly related to your field of study and commensurate with your level of education.

**Part I. Student Information**

1. Student Name \_\_\_\_\_ 2. CID# C \_\_\_\_\_ 3. SEVIS ID No.00 \_\_\_\_\_

4. Degree \_\_\_\_\_ 5. Major \_\_\_\_\_ 6. No. of Credits Remaining to Graduate \_\_\_\_\_

7. Expected Date of Completion \_\_\_\_\_ 8. OPT Start Date \_\_\_\_\_ and End Date \_\_\_\_\_

**Part II. Past Employment Information**

9. List All Periods of Previous Authorized Employment for Practical Training (If Applicable)

Curricular Practical Training	Optional Practical Training

**Part III. Contact Information and Signatures**

Student		Academic Advisor/Department Chair	
Name	Name	Title	
Address	Phone	Email	@Clemson.edu
Phone No.	Department anticipates student will complete program on (date) (MUST BE COMPLETED FOR PROCESSING)		
Signature	Signature		
Date	Date		

**Part IV. Instructions**

You MUST attend an OPT workshop to apply for OPT. Once you have collected all required documents, submit them to IS for processing.

1. Completed, signed [Form IS-135](#)
2. Download and complete [Form G-1145](#), if you wish to receive electronic notification from USCIS
3. Download and complete [Form I-765](#)
4. Be sure the answer to question 16 on form I-765 is (c)(3)(A)
5. Check or money order for \$410.00 payable to the Department of Homeland Security
6. Photo copy of Form I-94 (front and back)
7. Photo copy of passport and visa (If you are a Canadian citizen, you may enclose a copy of your citizenship card or a birth certificate & a government-issued photo ID)
8. Two U.S. passport-style photos (print your name on back of photo)
9. A copy of your previously approved OPT card (both sides)

Once your OPT I-20 has been issued, an advisor will contact you via email that your OPT packet is ready to be picked up and shipped to USCIS..

Mail all the documents listed on the left (except item No. 1, Form IS-135) including the OPT Form I-20, within 30 days after the OPT Form I-20 was issued by certified mail with return receipt to the following address:

USCIS  
PO Box 660867  
Dallas, TX 75266

For Express mail and courier delivery:

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

If your address provided on Form I-765 is not a South Carolina address, please read page 11 of [Form I-765 Instructions](#) to find out the correction filing address.

