

Optional Practical Training Important Points to Remember



Trinity University - International Programs Office
One Trinity Place ~ San Antonio ~ TX ~ 78212-7200
Phone: (210) 999-7505 ~ Fax (210) 999-7305

MAILING THE APPLICATION

Trinity University International Programs will mail your application with certified/return receipt via U.S. Postal Service to USCIS Texas Service Center in Mesquite, Texas at no additional charge.

RECEIVING A USCIS RECEIPT

USCIS will mail a Notice of Action to Trinity University International Programs Office (address listed on the Form I-765). You can then use that application receipt number (also called SRC number) located in the left upper corner of Notice of Action Form to check on a pending employment authorization case with U.S. Citizenship and Immigration Services (USCIS)

- **on line** - <https://egov.immigration.gov/cris/jsps/index.jsp>
- **phone** - call **1 (800) 375-5283**, U.S. Citizenship and Immigration Services (USCIS) toll-free for automated information and live assistance

TRAVEL WHILE OPT IS PENDING

If you have completed your studies and your OPT application has not been approved, it is not advisable to travel outside of the United States. USCIS may request additional information regarding your application, which may be difficult to provide from abroad. Remember to obtain travel and re-entry authorization signature from P/DSO.

WHEN EAD IS RECEIVED

Completed card will be mailed to Trinity University International Programs Office and as EAD is received, you will be immediately notified via email and by phone. When your EAD card is received, please look it over for any errors.

VISA STATUS during OPT

While OPT application is pending and after you receive approval, your non-immigrant status remains F-1.

OTHER

- Students applying for OPT may not start employment until they have received the Employment Authorization Card (EAD) and are allowed to begin work on the date specified in the EAD card.
- Once the OPT has been granted and an EAD is issued, the OPT may not be overturned, canceled, or deferred.
- Students on OPT are allowed to work for more than one employer or change employers provided that the new job is directly related to the student's area of study.
- Interim Employment Authorization for students who have had their OPT applications pending for over 90 days may be available.

CHANGE OF ADDRESS

If there are any address changes while you are on F-1 status, completing OPT, please submit Form AR-11, downloadable on USCIS website: <http://uscis.gov/graphics/formsfee/forms/ar-11.htm> and mail it directly to:

**U.S Department of Homeland
Security**
Bureau of Citizenship and Immigration
Change of Address
PO Box 7134
London, KY 40742-7134

and

Trinity University
International Programs Office, Box 100
Inessa Stepanenko,
International Student Advisor
One Trinity Place
San Antonio, TX 78212-7200