**Post-completion Optional Practical Training (OPT)** is defined as “temporary employment for training directly relating to a student’s major area of study” and allows an approved student to receive an Employment Authorization Document (EAD) for work in the United States. OPT allows students to work up to 12 months after completion of the program of study.

To qualify, students:

- Must complete one full academic year at a college/university; including one (1) full semester at West Los Angeles College.
- Apply within 90 days of the program end date at West Los Angeles College
- Complete a graduation petition with the International Student Counselor
- Intend to pursue full-time employment in a field relating to the program of study

**HOW TO APPLY**

**Step 1:** Review the filing instructions available at the U.S. Citizenship and Immigration Services (USCIS) website ([http://www.uscis.gov/i-765](http://www.uscis.gov/i-765)) to obtain Form I-765, Application for Employment Authorization, and application instructions.

Note: It is the responsibility of the student to visit and review [www.uscis.gov](http://www.uscis.gov) and verify the current application instructions, fees, and mailing addresses.

**Step 2:** Gather required documents:

- Form I-765 (Application & Instructions)
- Check or money order payable to “U.S. Department of Homeland Security”
- Two passport-sized photos (2 x 2) within the past 30 days
- Form I-20’s (pg. 1 and 3). Prior I-20’s may be required in limited circumstances.
- Copy of I-94 (side 1 and 2)
- U.S. Visa
- Citizenship Passport

Note: You are required to make payment for all tuition/fees before West’s ISP will review your OPT application. Additional documentation may be requested if you previously submitted an OPT application to USCIS.

**Step 3:** Request an OPT appointment by emailing a request to viramoa@wlac.edu. Students should be prepared to provide all of the documents/forms listed above. If approved, the International Student Program (ISP) issues a revised Form I-20 with OPT.

**Step 4:** Mail all documents to the address listed at [www.uscis.gov](http://www.uscis.gov) within 30 days of receiving the revised Form I-20 with OPT authorization. We highly recommend students to keep a copy of all documents you will submit and use a shipping method with a delivery notice (we recommend against requiring a signature for delivery).

**USCIS typically responds to OPT request between 2 to 4 months.** If approved for OPT, students may then apply for a Social Security Number (SSN) at any local Social Security Administration Office.

**Reporting responsibilities:** OPT students are responsible for submitting copies of the EAD and SSN to West’s ISP. OPT students are also required to report employment status within 90 days of OPT approval date. Once employed, OPT students must report the employers name, address, and phone number to the ISP within 10 days. Any subsequent changes to employment must be reported to the ISP within 10 days.

**Note:** Students do not receive LACCD’s IMED coverage while on OPT but must maintain medical insurance throughout the stay in the United States. Students are encouraged to contact Ascension to explore the options.
OPT Student: This form must be submitted to the International Student Program within ten (10) days of accepting employment. You may scan/email this document or request an appointment by emailing studentvisa@wlac.edu. Attach a copy of your EAD card and/or SSN to this form.

<table>
<thead>
<tr>
<th>LACCD STUDENT NUMBER</th>
<th>SEVIS NUMBER</th>
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<tr>
<td>Leave blank if you have never been assigned an LACCD Student Number</td>
<td>Leave blank if you have never been assigned SEVIS #</td>
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Legal name (must match passport)  
Last (Family name)  
First  Middle  

Birth date:  
Month  Date  Year  
Current Age  

SEX:  
Male  Female  

STUDENT ADDRESS  
Number  Street  Apt.  
City  State  ZIP Code  

STUDENT CONTACT INFORMATION  
Email Address  
Primary Telephone  

EMPLOYER ADDRESS  
Number  Street  Apt.  
City  State  ZIP Code  

SUPERVISOR’S CONTACT INFORMATION  
Name, Title/Position  
Email Address  
Primary Telephone  

Date you will begin working:  
Month  Date  Year  

Is this job related to your major:  
YES  NO  
Will you be working at least 20 hours per week:  
YES  NO  
Is this a paid position:  
YES  NO  

Briefly describe the nature of your work and how this relates to your major:  

Certification:  I declare under penalty of perjury that all information on this form is correct. I understand that falsifying or withholding information required on this form shall constitute grounds for termination.  

Applicant’s Name  Applicant’s Signature  Date  

REV 5.14.14