

Tompkins Cortland Community College
Global Initiative Office

**APPLYING FOR DSO RECOMMENDATION
FOR OPTIMAL PRACTICAL TRAINING**

COMPLETE THE ATTACHED FORMS:

1. PT DSO Recommendation Request Form:

Item 1: Expected date of Completion of studies: The earliest your application may be submitted to the government for Post-Completion of Studies OPT is 90 days before this date.

Item 2: Indicate what type of OPT you are applying for and the dates you want to work.

Item 3: If you previously have been authorized for OPT for your current education level, tell us when it was authorized and the start and end dates as they appear on your EAD(s).

Item 4: Describe how your proposed employer for practical training is directly related to your major and appropriate for your level of education. Take time to do this carefully. Do not say that you are seeking an entry-level job in your major. Your description must clearly explain to an Immigration Officer what you expect to DO on the job you are seeking. Do not use any abbreviations or acronyms in your description.

Item 5: Obtain your Department Certification.

Item 6: Read and sign the Acknowledgement of Understanding.

2. F-1 STUDENT STATUS RESPONSIBILITIES WHILE ON POST-COMPLETION OF STUDIES OPT (if that is the type of OPT for which you are applying).

3. Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION. Go to uscis.gov, complete items 1-16, print out and sign it in blue ink:

Item 3: Address. If you would like us to help track the adjudication of your application, enter our office address.

Item 10: A-Number or I-94 Number: Put your I-94 number unless USCIS has previously assigned you an alien registration number.

Item 11: If you have ever applied for economic hardship or optional practical training employment before, answer yes, where and when you applied, whether it was granted or denied and attach a photocopy of any EAD card issued for it.

Your Certification – Sign in BLUE INK, put your telephone number and that date.

Item 16: Enter the code that applies to the type of OPT you are requesting: Pre-Completion OPT – (c) (3) (A); Post-Completion OPT – (c) (3) (B)

4. **Form G-1145**, Electronic-Notification of Application/Petition Acceptance. Go to uscis.gov, complete, printout and sign (BLUE INK) the MOST RECENT Form G-1145 available.

Step II. ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:

- ✓ **Two Passport-Type Photographs.** Print your name and SEVIS ID number on the back in pencil.
- ✓ **Forms 1-20.** Photocopies of all previous Forms 1-20 issued by us and other schools you have attended.
- ✓ **Photocopy of any previous EAD Card(s)**
- ✓ **Photocopies of your passport identification pages and visa**
- ✓ **\$380 Fee** in the form of a check or money order payable to **U.S. Department of Homeland Security**. If you are using a personal check, it must have your name and address on it.

MAKE AN APPOINTMENT and BRING ALL OF THE ABOVE to meet with DSO in the GLOBAL OFFICE!

About Application Processing

1. **If everything is in order, we will issue you a new Form 1-20 with our recommendation on it.** We will contact you to come and pick up your application or return it to you that day.
2. **We will provide you with information about how and when to send your application to the USCIS.**
3. **If you put our office address on your Form I-765, USCIS will communicate with us about your application.** If they request additional information, we will contact you. If your application is approved, the Employment Authorization Document (EAD) will be sent here and we will contact you to come pick it up.
4. **You cannot begin working until you have your EAD card, even if an employer is willing to hire you and let you start work.**