

# NORTH CENTRAL TEXAS COLLEGE

International Admissions  
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Corinth, Texas 76208

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## REQUEST FOR OPTIONAL PRACTICAL TRAINING (OPT) I-20

### Steps to apply for OPT I-20

1. Go through the online OPT power point located in our website. Take the quiz and answer all questions correctly to be able to apply for your OPT I-20
2. Submit the completed quiz to our office via e-mail or in-person. You will be notified about the status of your quiz.
3. Once you pass the quiz, complete this form and submit it via e-mail or in-person. You will receive an e-mail when your OPT I-20 is ready.
4. Make an appointment with Zaynab Wazeer via phone or e-mail to complete the OPT application process.
5. **Bring the documents below to the meeting:**
  - Copy of current passport- must be valid
  - Copy of visa
  - Copy of I-94 (available electronically at <https://i94.cbp.dhs.gov/I94/#/home>)
  - 2 passport photos taken within the past 6 months (write your name at the back of the photos)
  - Check or Money Order for \$410 payable to the U.S. Department of Homeland Security
  - Copies of any previous Employment Authorization Card (if applicable).

### 6. **Sending the Documents:**

You will send the OPT Packet to USCIS via federal express. The EAD card will be sent to our office, and we will notify you when it arrives (typically 3 months).

Do not begin work until you receive the card from us.

Date: \_\_\_\_\_ NCTC Student ID: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Program Completion Date (last final that completes the degree requirements):

\_\_\_\_\_

OPT Start Date: \_\_\_\_\_ (must be within 60 days from the completion date of your program).

***I have completed the above requirements and information and understand the regulations regarding OPT and its process. If I have any questions, I will consult with Zaynab Wazeer, International Student Advisor.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date