

A Sample Letter for OPT Application

Your Address:

January XXXX, 2017

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

Dear Sir/Madam:

I, FULL NAME, (SEVIS ID#: N00 _____ ; I-94 No: xxxxxxxx) would like to apply for a Full-Time Pre/Post-Completion/STEM Optional Practical Training (OPT) starting from mm/dd/yyyy to mm/dd/yyyy. Please find enclosed the following documents for consideration of my request for Optional Practical Training.

1. Original form of I-765 signed and dated
2. Check made out to "U.S. Department of Homeland Security" with fee \$410.00 (Check#: ----)
3. G-1145 E-Notification of Application/Petition Acceptance form
4. Photocopy of my current I-20 endorsed for OPT by DSO
5. Photocopies of previous I-20's
6. Photocopy of passport (information pages and F-1 visa stamp page)
7. I-94 information
8. 2 identical full-frontal color passport photograph
9. Letter from academic advisor/department
10. **(STEM ONLY)** Photocopy of transcript/diploma
11. **(If applicable)** Copy of my previous EAD card. I was previously on Part-Time/Full-Time Pre/Post/STEM Optional Practical Training from mm/dd/yyyy to mm/dd/yyyy
Note: It is recommended that you include and highlight **item 9** if it applies to you

Yours Sincerely,

Sign there

Name (Print)

Tel: xxx-xxx-xxxx Email: _____