

Practical Training Document List

The following documents must be submitted to the Immigration Service Center with your application for practical training:

1. Application fee of **\$340.00** in the form of a **personal check** payable to “DHS” (Department of Homeland Security). Do NOT use a money order or cashier’s check. Your name, address and I-94 number and SEVIS number should be printed on it;
2. Completed and signed **original** form I-765 with **(c)(3)(A)** entered in number 16;
3. I-538 with Section A completed by you. **We will keep the I-538 for our records. It should not be sent to DHS.**
4. **Copy** of the front and back of your I-94;
5. **Copy** of any previous Employment Document Card (EAD), front and back. You will have an EAD only if DHS has given you off-campus employment previously;
6. **Copy** of your Foothill I-20 ID endorsed by an International Student Advisor for Practical Training. The I-20 will be endorsed after you submit your documents to our office as described in Step 4 of the **OPT Application Procedures** that is attached;
7. **Copy** of the U.S. Visa in your passport;
8. **Copy** of the identity page of your passport

9. Two photos that meet DHS **PHOTOGRAPH SPECIFICATIONS**
Photos should be in color on a white or off-white background with your face looking straight ahead.

You should wear nothing on your head unless you are wearing a headdress required by your religion. The exact dimensions and samples of correct and incorrect photos are on the **COMPOSITION CHECKLIST** that is included in this packet of information. For a complete description go to www.travel.state.gov/passport/pptphotos/index.html. On the left side of the page under “...Photographers” you can access detailed information and photo samples.

In pencil, put your name and I-94 Number on the back of each photo. Place the photos in a small plastic bag and staple it to the front of the application.

Mail all of these documents by **Certified Mail, Return Receipt** to:

**DHS
California Service Center
PO Box 10765
Laguna Niguel, CA 92607-1076**

Make photocopies of everything you are mailing to DHS.

DO NOT CHANGE YOUR MAILING ADDRESS UNTIL YOU RECEIVE YOUR EAD.



9. **Copies** of each I-20 issued to you by Foothill College and by any other school.

