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

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](http://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.**