APPLYING FOR AN OPT I-20 IN TERRA DOTTA

1. Log onto Terra Dotta ([visas.case.edu](https://visas.case.edu)) with your CWRU network ID and password (Single-Sign On)

2. When you log onto your profile, you should see “Optional Practical Training (OPT)(F-M)” on the left. Click here. You will only have this option after having attended an OPT workshop or successfully passed an OPT online assessment. The application will be created for you within 24 hours after your attendance at an OPT workshop.
3. Select the “OPT application” and you will see the following page:

- Under “Material Submissions”, the “Attend and OPT Workshop…” box should be checked. An advisor will go into your application after you successfully attend the workshop to mark this complete within 24 hours. You cannot submit your application until this is completed.

- You will need to complete/upload all necessary items under “Questionnaire(s)”. 
  - Copies of all I-20s: first page and travel signature page
  - Form I-765 completed: An ISS advisor will review this after you submit it and let you know if you need to make any changes. The suggestions will be communicated to you via the e-mail we send when your I-20 is ready for pick-up.
  - OPT Start and End Dates: You must put the dates you want to start working here.
  - Passport Biographical Page upload
  - Proof of Payment of CWRU OPT Processing Fee: Make sure to take a screenshot of your receipt once you complete the fee. (Go to https://caseabroad.com/OPT/. Payment is made with Credit Card only)
    - You will know that the Questionnaire items are complete because they will have check marks next to them!

4. Once you click SUBMIT, your application will go to an advisor for review. Your OPT I-20 will be ready for pick-up in 3-5 business days. If there is an error with your application,
an advisor will contact you. Note that this can delay the processing time of your I-20. If you have questions about your application, contact ISS or come into walk-in hours for assistance before submitting your OPT I-20 application.

5. You will receive an e-mail once your new I-20 is ready for pick-up. You are welcome to pick up your new I-20 any time during business hours (Monday-Friday 8:30am-5:00pm). If you would like an advisor to review your materials before sending your application to USCIS, you must come in during walk-in hours or make an appointment (Walk-in hours: Monday, Tuesday, Thursday, Friday 11am-3pm).

6. Further instructions will be available in the OPT application in Terra Dotta (visas.case.edu) including important directions for mailing your application.

If you would like to re-watch the OPT presentation you can access it here!

http://prezi.com/qol6kaojqepd/?utm_campaign=share&utm_medium=copy