

ISSO OPT Application Checklist

The links to all documents and forms are listed on the ISSO website.

- ____ 1. [OPT Academic Adviser Form](#) to be completed by you and your Department

- ____ 2. Copy of your most recent [I-94 arrival record](#) (not your travel history). Make sure the record indicates “Class of Admission: F1” and “Admit until Date: D/S” (duration of status).

- ____ 3. Copies of [EAD card\(s\)](#) from previous OPT applications, if any. If you are missing a copy of your EAD card(s), please include a short explanation. You may edit this missing I-20 [sample letter](#) for a lost EAD.

- ____ 4. Your requested OPT start and end dates. Review [Choosing your OPT Start Date](#) (Step 2) before entering them on your application for an OPT I-20 from the ISSO. Your requested dates for an OPT I-20 cannot be changed after you submit the application.

- ____ 5. The ISSO encourages you to take the [Post-Completion OPT Canvas Course](#) and upload the certification of course completion.
