ISSO OPT Application Checklist

1. Use our I-765 sample form as a guide to complete your I-765 Application for Employment Authorization. When you’re finished, print and sign it with dark blue or black ink. ISSO will review this as a courtesy for common errors and will only return it to you if we have any recommendations. You do not need to resubmit your corrected I-765 to the ISSO.

2. OPT Academic Adviser Form to be completed by you and your Department.

3. 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).

4. 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.

5. 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.