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.