USCIS OPT Application Checklist

1. **Form G-1145**
   
   Put this form on the top of your application. This allows USCIS to notify you (via email or text) when they accept your application.

2. **Completed Form I-765**
   
   Completed form I-765 signed in blue ink. Send the original, not a photocopy. Note: Only this latest version of the form (dated 7/17/2017 on bottom left) will be accepted by USCIS as of December 4, 2017.

3. **Required $410 fee, payable to the “Department of Homeland Security”**
   
   This may pay by:
   - Credit card (Visa, MasterCard, American Express or Discover)
   - Personal check must be from U.S. checking account (write "USCIS I-765" in the memo line). [Learn how to write a check.](#)
   - A certified U.S. bank check
   - Money order

4. **Form G-1450, Authorization for Credit Card Transaction**
   
   This is an optional form if you are paying the required fee by credit card. Type your information into the fillable form.

5. **Photocopies of all pages of all I-20s**
   
   A signed and dated copy of your OPT I-20 and all your other I-20s starting from the one marked "initial attendance".
   - Do not send originals of any I-20.
   - If you do not have all your I-20s and are unable to obtain copies from the appropriate school, you should attach a brief explanation of your F-1 status history.

6. **Photocopy of your unexpired passport ID page**
   
   Your passport must be valid 6 months into the future.

7. **Photocopy of your most recent F-1 entry visa**
   
   - Canadians are exempt.
   - If you changed your status to F-1 in the U.S. and you don't have a visa, include your change of status approval notice.

8. **Most recent I-94 arrival record**
   
   Access and print your I-94 arrival record in F-1 status [here](#). Note: This is not the “travel history” page.

9. **Photocopy of both sides of any previously issued EAD cards**

10. **Two U.S. passport style photos**
    
    For photo standards, visit the [Department of State website](#). Other tips:
    - Photos should not be more than 30 days old when the application is filed. Do not use a copy of a photograph you used for your passport or visa.
    - We recommend that you write your name on the back of each picture in pencil.
    - Passport photos can be taken at The UPS Store at 603 West 115th Street and 42 Tiemann Place (equivalent to 124th St.)