# USCIS OPT Application Checklist

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

___ 1. **Two U.S. passport style photos** using standards from the Department of State website and be aware that [1] photos cannot be more than **30 days old** when you send the application and [2] you should write your name on the back of each photo in pencil. [3] UPS Stores (603 West 115th Street & 42 Tiemann Place), and at Rite Aid, 4046 Broadway and 171st St. near CUIMC, are among the places where you can have photos taken.

___ 2. **$410 USCIS fee.** Pay with personal check from a U.S. checking account, cashier’s check from a bank, or money order, payable to the "U.S. Department of Homeland Security." Write "USCIS I-765" in the memo line (use our sample personal check as a guide). We do not recommend using the Credit Card form G-1450 due to reported issues.

___ 3. **Form G-1145** to allow USCIS to notify you when they accept your application (not a copy)

___ 4. **Form I-765** signed in dark blue or black ink only (not a copy). Must include all pages of I-765, even if the pages are blank. See a sample form on the ISSO website.

___ 5. A copy of your signed and dated **OPT I-20**. Please be sure to sign and date your I-20. Send a **copy, not the original** which you can use for Travel During OPT.

___ 6. Copies of **all previously-issued I-20(s)**. If you have lost any I-20s, please include a short explanation. You may edit our sample letter.

___ 7. Copy of **Passport Identification page** (valid 6 months into the future)

___ 8. Copy of **F-1 entry visa** (Canadians are exempt). If you changed your status to F-1 in the U.S. and don’t have a visa, include your Change of Status approval notice.

___ 9. 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,” which stands for duration of status.

___ 10. Photocopy of both sides of any previously issued **EAD card(s)**. If you have lost any EAD(s) and you do not have copies, please include a short explanation. You may edit our sample letter for missing EAD(s).

___ 11. Pre-Completion OPT Application ONLY: Copy of official **transcript**.