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 (Fee to $550 effective October 2, 2020). 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.