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] we recommend you write your name lightly in pencil on the back of each photo [3] You can have your photos taken at UPS Stores (603 West 115th Street & 42 Tiemann Place), among other places.

2. **$410 USCIS fee.** Pay with personal check from a U.S. checking account, certified bank check, or money order payable to the "U.S. Department of Homeland Security". Write "USCIS I-765" in the memo/for line. 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.

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)**. Place I-20s in order by their issue date with the most recent I-20 on top. If you have lost any I-20s and you do not have copies, please include a short explanation. You may edit our sample letter.

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

8. Copy of your most recent **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” (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**.