

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. **I-765.** Watch **our short video** and **use our sample form** as a guide to complete your **I-765 Application for Employment Authorization**. Always download the I-765 from this link for the current version. USCIS will reject applications with older versions of the form. When you're finished, print and sign it with black ink.
- ___ 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 if needed for **Travel During OPT**.
- ___ 6. Copy of **Passport Identification page** (valid 6 months into the future)
- ___ 7. 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.
- ___ 8. 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.
- ___ 9. 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).
- ___ 10. Copy of official **transcript**. (For **Pre-Completion OPT** Application ONLY)