**USCIS OPT Application Checklist**

1. **Two U.S. passport style photos** using standards from the [Department of State website](https://travel.state.gov/content/travel/en/visas/visa-factsheet/visa-app-standards.html) 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](https://issso.columbia.edu/services OPT/TravelDuringOPT).

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 this [sample letter](https://issso.columbia.edu/services OPT/missingEADSampleLetter).

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 this [sample letter](https://issso.columbia.edu/services OPT/missingEADSampleLetter) for missing EAD(s).

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