



PRE- AND POST- COMPLETION OPT APPLICATION CHECKLIST

Below is a checklist of the items you need to submit to ISSS before you may file a pre-completion or post-completion Optional Practical Training (OPT) application. ISSS must issue a new Form I-20 indicating a recommendation for OPT, which you will need before sending your application to USCIS; please allow 2-3 weeks from when a completed application is submitted to issue a new Form I-20. A full description of eligibility for OPT, the application process, and maintenance of F-1 status during OPT can be found on the [ISSS OPT website](#).

TO REQUEST A NEW FORM I-20 FOR OPT, YOU WILL NEED TO BRING THE FOLLOWING ITEMS TO ISSS:

ACADEMIC ADVISOR'S CERTIFICATION FORM FOR OPTIONAL PRACTICAL TRAINING, completed and signed by the Academic Advisor. This form is available through the online [OPT application](#).

THE FOLLOWING ITEMS SHOULD BE SUBMITTED TO U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS):

FORM I-765 Get help filling out the I-765 form **COMPLETED**. It is strongly recommended that you TYPE information into the form, check carefully for errors, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters using black ink. [Instructions for Form I-765](#)

Complete item #27 with the appropriate code as follows:

∇ For Pre-Completion OPT: (c)(3)(A)

∇ For Post-Completion OPT: (c)(3)(B)

PERSONAL CHECK OR MONEY ORDER FOR \$410.00, payable to "U.S. Department of Homeland Security." A personal check is recommended for tracking purposes.

TWO (2) PHOTOGRAPHS. These must meet the requirements outlined on page 13 of USCIS's .It is recommended that students write their **full name, date of birth and I-94 number** in pencil or felt pen on the back of each photograph. The photos should be cut by the photo establishment.

PHOTOCOPIES OF EACH OF THE FOLLOWING:

Form I-94 (I-94 card copied front and back OR I-94 electronic record printed from <https://i94.cbp.dhs.gov>)

F-1 visa stamp (OR I-797 Approval Notice from USCIS if applicable)

Passport personal information page(s) and passport validity page showing expiration date

Previous Employment Authorization Documents (EADs), front and back, if applicable

All previously issued Forms I-20 (including the newest I-20 recommending OPT)

MAKE A COPY OF YOUR COMPLETE APPLICATION FOR YOUR OWN IMMIGRATION RECORDS BEFORE MAILING IT TO USCIS