

OPT Checklist

Please ensure that you have the following documentation with you before you make the second appointment to have your Optional Practical Training authorized. **Your OPT application will not be processed if you do not have all documentation with you.** You will be required to schedule a new application appointment.

- Application for Optional Practical Training** filled out by the student and signed by their academic advisor/ department chair.
- Form I-765**, completed by the student either typed (using fillable pdf available at <http://www.uscis.gov/forms>) or filled out by hand **neatly**, using **black ink**. **This is the document that USCIS will use to determine the spelling of your name.**
- Two immigration regulation color photos** (Standard passport photos, available at Target, Sears, Wal-Mart, Kinkos, etc.)
 - Photos must meet composition requirements on attached photo information sheet
 - Photos must be **no more than 30 days old**
 - Photos **must not have been used previously** (the same as those used for a visa or passport)
- Copies** of any previous I-20s that show work authorization (CPT, OPT, Economic Hardship) if applicable.
- Form I-94** – This is the record of your most recent entry into the United States. You can find it by going to <https://i94.cbp.dhs.gov/i94/#/home> and clicking on “Get Most Recent I-94”
- Copy** of passport valid at least six months into the future
- Copy** of F-1 visa or Change of Status Approval Notice
- Form I-765 Filing Fee, \$410.00** personal check from a bank in the United States, bank/cashier's check or money order made payable to **U.S. Department of Homeland Security**
- Form G-1145 – Notice of Application Petition/Acceptance**: This form allows you to be electronically notified of your application status. It can be found at <https://www.uscis.gov/g-1145>
- International Center Processing fee**, \$25 will be charged to your student account. (**NO** check or money order will be accepted). This fee covers the costs of mailing, copies and additional service time associated with the OPT application process.
- Last EAD card** (if any). If you have applied for work authorization from USCIS before, you should bring your previous EAD card plus any supporting documentation.

At your OPT application appointment, the International Student Advisor will review all paperwork for completeness and for eligibility; the OPT will be recommended in SEVIS and you will receive a new I-20 form; the application packet will be assembled for mailing. Please plan on an appointment of approximately 1 hour. **Please bring this signed Checklist to your appointment.**

Advisor Certification

Certification that the Student has attended a UND OPT Workshop



Signature of Advisor: _____

Date: _____