Optional Practical Training (OPT) Checklist

Please have the following documentation completed/ready before scheduling your OPT application appointment. Your OPT application may not be processed if you have not completed all necessary documentation. You may 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](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.
   Please use the [Employment Application Instructions](http://www.uscis.gov/forms) on our website for assistance in completing the I-765.

☐ Two immigration regulation color photos
   *(Standard passport photos, available at UND International Center, US Post Offices, WalMart, 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)

☐ 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](https://i94.cbp.dhs.gov/I94/#/home) and clicking on “Get Most Recent I-94”

☐ Copy of passport
   Photo page only. Must be valid at least six months into the future

☐ Copy of F-1 visa
   or, if applicable, Change of Status Approval Notice

☐ Form I-765 Filing Fee
   Please see the [USCIS website](http://www.uscis.gov/forms) for the most current I-765 filing fee.
   A 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](http://www.uscis.gov/forms)

☐ 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](https://www.uscis.gov/g-1145)

☐ Copies of any previous I-20s showing work authorization *(if applicable)*
   Students who have had CPT/OPT work authorizations, or other SEVIS IDs, should include copies of these I-20s in their OPT application

☐ Last EAD card *(if applicable)*
   If you have applied for work authorization from USCIS before, you should include a copy of your previous EAD card plus any supporting documentation in your application.

Once submitted, an International Student Advisor will review all paperwork for completeness and for eligibility. If eligible, OPT will be recommended in SEVIS and you will receive a new I-20 form. Students should then assemble their documents according to the [Mailing Checklist](http://www.uscis.gov/forms) and submit their application to USCIS.