Part 1: OPT I-20 Checklist

Instructions: Please bring items #1–6 below to receive your OPT I-20 from OIA.

❏ **1. Copy of your unexpired passport picture page**
  ● It must be valid six months into the future. If it expires within six months, renew it before coming to OIA.

❏ **2. Most recent I-94 record**
  ● Download and print from https://i94.cbp.dhs.gov
  ● If you have a paper I-94 card instead, please make a copy of the card to bring to OIA.

❏ **3. Student Information Sheet** (Found on OIA website)
  ● The OPT beginning date must fall within 60 days of the last day of class. (For example, if the last day of class is May 12, 2020, then May 13, 2020 can be the first beginning date for OPT and you can begin any time through July 11, 2020.)

❏ **4. Completion of Studies Form** (Found on OIA website)
  ● Must be signed by your academic advisor
  ● The academic advisor must indicate the semester you are completing studies and add any applicable comments.

❏ **5. Maintaining F-1 status while on Post-OPT form** (Found on OIA website)
  ● Initial each line and sign the bottom.

❏ **6. Clean degree audit** (Access via MyPratt > Academic Tools)
  ● Check to make sure it is "clean." Your degree audit must not have any outstanding classes remaining on it, and all prior grades must be inputted, before you can receive your I-20 with OPT recommendation.
  ● If you have concerns about your degree audit status, please consult with your academic advisor and the Registrar prior to coming to OIA.