

Part 2: OPT I-765 Application Checklist

Once you receive your OPT I-20 from OIA, you must mail your I-765 Application to USCIS within 15 days! This is a basic checklist -- please refer to the complete instructions.

Make copies of your entire application and assemble it in the following order:

Form G-1145

- Type this form. It enables you to get application status updates by text and email.

A personal check or money order for \$410

- Make the check payable to “U.S. Department of Homeland Security” and ensure it is signed and dated.
- In the memo line write “OPT Application” and your SEVIS ID#

Two passport-style photos on a white/light background

- Write your name and SEVIS ID on the back. Take care to ensure the ink does not smudge and damage your photos.
- Photo criteria and examples are available in the OPT guide.

OPT Cover Letter (Found on OIA website)

Form I-765

- Typed and printed single-sided. Make sure to hand-sign it and keep your signature within the box.
- You are responsible for filling out your I-765 correctly. Optional I-765 application assistance workshops are held in the OIA Monday through Friday, from 4:00 to 5:00 pm.

Copies of all I-20s from every school you've attended in the U.S.

- Include I-20's from all U.S. schools attending (i.e. high school, ESL or summer program, other institutions, etc.)
- Include copies of page 1 and 2 of each I-20. Page 3 (instructions) is not required.
- Ensure page 1 of all I-20's have your signature.
- I-20's should be in reverse chronological order (Newest I-20 with the OPT recommendation goes on top, and oldest I-20 should be last)
- If you are missing any previous I-20's, you can include a letter of explanation. An example of this letter is in the [OPT guide](#).

Turn page over →

- ❑ **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 applying for OPT
- ❑ **Copy of most recent F-1 visa** (even if it has expired)
- ❑ **Most recent I-94 record**
 - Download and print from <https://i94.cbp.dhs.gov>
 - If you have a paper I-94 card instead, make a copy of the card
- ❑ Copy of **previous EAD/OPT card**, if applicable

Important: Make copies or take photos of your *entire* application before mailing it!

Make sure to...

- ★ Remove all staples and secure all items with one paperclip
- ★ Mail the application to the right place

Find out where to mail your application on the USCIS website below, under "foreign students":

<https://www.uscis.gov/i-765-addresses>