

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 must have **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 webpage](#). You will be contacted by email when the I-20 is ready. An ISSS advisor can review your application before you mail it to USCIS.

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.
- MEMORANDUM OF UNDERSTANDING**, completed and signed. Complete the appropriate form:
 - [Memo of Understanding: Pre-Completion Optional Practical Training](#)
 - [Memo of Understanding: Post-Completion Optional Practical Training](#)

THE FOLLOWING ITEMS SHOULD BE SUBMITTED TO U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) **AFTER** YOU RECEIVE YOUR NEW FORM I-20 WITH OPT RECOMMENDATION:

- COMPLETED FORM G-1145** (E-Notification of Application/Petition Acceptance).
- COMPLETED FORM I-765**. ([Get help filling out the I-765 form](#)).
 - 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.
 - Complete item #20 with the appropriate code as follows:
 - ∇ For Pre-Completion OPT: (c)(3)(A)
 - ∇ For Post-Completion OPT: (c)(3)(B)
- FILING FEE PAYMENT OF \$410.00** ([See full USCIS guidelines for paying fees](#)).
 - Option 1: Personal Check or Money Order, payable to "U.S. Department of Homeland Security"
 - Option 2: Credit Card Payment ([Form G-1450](#))
- TWO (2) PHOTOGRAPHS**. These must meet the requirements outlined on page 13 of USCIS's [Instructions for Form I-765](#).
 - 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 ◆◆