

PRE- AND POST- COMPLETION OPT APPLICATION CHECKLIST

Below is a checklist of the items you need to prepare 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** filing your application with USCIS; please allow 2-3 weeks from when your request is submitted to ISSS to be issued a new Form I-20. You will be contacted by email when the I-20 is ready. If you have general questions regarding your OPT application, please contact your [International Student Advisor](#). A full description of eligibility for OPT, the application process, and maintenance of F-1 status during OPT can be found on the [ISSS website](#).

TO REQUEST AN I-20 FOR OPT, SUBMIT THE FOLLOWING TO YOUR [INTERNATIONAL STUDENT ADVISOR](#) VIA EMAIL:

- ACADEMIC ADVISOR'S CERTIFICATION FORM FOR OPTIONAL PRACTICAL TRAINING**, completed and signed by the Academic Advisor. You must copy (cc) your Academic Advisor when submitting this form via email to ISSS.
- 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:

If filing your application online:

- COMPLETED FORM I-765** ([See Instructions Here](#))
 - Create a [USCIS Online Account](#) to apply and follow all USCIS instructions for this process.
- FILING FEE OF \$410.00**
- PHOTOGRAPHS** that meet the requirements outlined on page 25 of USCIS's [Instructions for Form I-765](#)
- PHOTOCOPIES 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
 - Form I-20 with OPT recommendation
 - Previous I-20 forms issued for Curricular Practical Training (CPT) or Optional Practical Training (OPT)
 - Previous Employment Authorization Documents (EADs), front and back, if applicable

RETAIN A COPY OF YOUR **COMPLETE** APPLICATION FOR YOUR OWN RECORDS, WHETHER YOU ARE MAILING OR FILING ONLINE

If mailing your application to USCIS:

- COMPLETED FORM G-1145** (E-Notification of Application/Petition Acceptance)

- COMPLETED FORM I-765** ([See Instructions Here](#))
 - 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 #27 with the appropriate code as follows:
 - ∇ For Pre-Completion OPT: (c)(3)(A)
 - ∇ For Post-Completion OPT: (c)(3)(B)

- FILING FEE OF \$410.00** ([See 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](#) (check carefully for errors and sign in the appropriate field)

- TWO (2) PHOTOGRAPHS.** These must meet the requirements outlined on page 25 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.

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