

## OPT APPLICATION CHECKLIST

Below is a list of steps to complete and documents to prepare before filing an 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 OBTAIN A NEW I-20 WITH OPT RECOMMENDATION, SUBMIT A REQUEST IN THE [ISSS PORTAL](#):

☐ **COMPLETE THE F-1 OPT REQUEST E-FORM**

- Log in to the [ISSS Portal](#) with your Onyen and password.
- Navigate to F-1 Student Services (from the menu on the left-hand side) and select F-1 OPT Request under Tasks.
- Follow form instructions; for additional details, please reference the [F-1 OPT Request Guide](#).
- You will need to indicate the name and email address of your academic advisor and/or appropriate academic program representative. Check the [UNC Directory](#) for the correct email address.
  - **Undergraduate Students:** Must be **full-time** Academic Advising staff in the appropriate college (e.g. Arts & Sciences, Kenan-Flagler Business School, School of Journalism, etc.)
  - **Graduate Students:** Must be the student's assigned faculty advisor or the Director of Graduate Studies within the department.
  - **MBA/MAC Students:** Must be the MBA Registrar and MAC Registrar, respectively.

TO FILE FORM I-765 ONLINE, FOLLOW USCIS INSTRUCTIONS TO UPLOAD REQUIRED DOCUMENTS VIA YOUR ONLINE ACCOUNT. YOU MAY ONLY APPLY **AFTER** YOU RECEIVE YOUR NEW I-20 WITH OPT RECOMMENDATION.

☐ **CREATE A [USCIS ONLINE ACCOUNT](#)** (if you have not already) and follow all USCIS instructions for this process

☐ **SELECT FORM I-765 AND INDICATE YOUR ELIGIBILITY CATEGORY AS FOLLOWS:**

- Pre-Completion OPT is (c)(3)(A)
- Post-Completion OPT is (c)(3)(B).

☐ **PAY THE FILING FEE ONLINE (\$410.00)**

☐ **UPLOAD A PASSPORT-STYLE PHOTO OF YOURSELF** that follows USCIS guidelines as outlined on page 20 of USCIS's [Instructions for Form I-765](#). Make sure file format and size is acceptable per USCIS requirements.

☐ **UPLOAD OTHER REQUIRED EVIDENCE (AS APPLICABLE. FOLLOW ALL FORM INSTRUCTIONS FROM USCIS):**

- Form I-94 (I-94 electronic record printed from <https://i94.cbp.dhs.gov> or I-94 card copied front and back)
- F-1 visa stamp (OR I-797 Approval Notice from USCIS if applicable)
- Passport identity and validity page(s) or other government-issued ID
- Form I-20 with OPT recommendation
- Proof of enrollment (Recommended documentation: [Unofficial transcript](#))
- 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

IF SELECTING THE OPTION TO **FILE BY MAIL**, FOLLOW ALL USCIS DIRECTIONS AND SEND APPLICATION TO THE CORRECT [USCIS LOCKBOX](#) FACILITY **AFTER** YOU RECEIVE YOUR NEW I-20 WITH OPT RECOMMENDATION.

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