

## OPT I-765 Application Checklist

*To be used only for submitting OPT I-765 to USCIS*

*Use this checklist after obtaining an OPT recommendation I-20 from ISSS*

Please note that this is a checklist without detailed instruction for each item which you will find on [our OPT website](#).

- ☐ Check or money order payable to U.S. Department of Homeland Security for the USCIS I-765 filing fee
- ☐ Two U.S. passport style photos (in a clear zip bag or envelope)
- ☐ Form G-114 (optional)
- ☐ Form I-765
- ☐ Copy of all current and previous I-20s, including a photocopy of the new OPT I-20 on top
- ☐ Copy of current I-94 printout (if you have a paper I-94 card, include both front and back)
- ☐ Copy of passport (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
- ☐ Copy of the visa sticker used for last entry into the U.S. (except for citizens of Canada and Bermuda)
- ☐ Copy of any previously issued employment authorization documents (e.g. EAD cards), *if applicable*

### Reminders:

- Check our OPT website for detailed instruction for each item listed above and for travel-related advisory
- Make copies of all documents sent to USCIS
- Do not use staples
- All documents should be single sided
- Send your OPT I-765 application to USCIS within two weeks from receiving an OPT I-20 from ISSS. If your mailing to USCIS is further delayed, see an ISSS advisor.
- Obtain delivery confirmation
- Monitor your OPT I-765 application process on the USCIS website
- If you decide not to apply with USCIS, return the original OPT I-20 to ISSS immediately