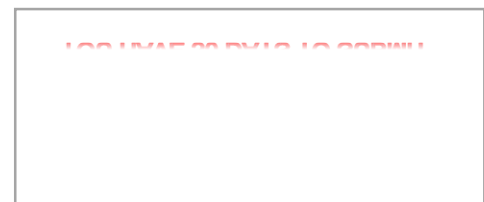


To apply for OPT, please must submit the following documents to the Office of International Programs (OIP):

- 1) **OPT Application** (attached to the back of this information packet).
- 2) Copy of your **graduation application** or **academic advisor evaluation**, stating that you completed all requirements for graduation.
- 3) **Form I-765 & Form G-1145**
 - a. This is a fillable form. You should fill it out all the information, print it out and sign: https://www.uscis.gov/system/files_force/files/form/i-765.pdf?download=1 .
 - b. For detailed instructions go to: https://www.uscis.gov/system/files_force/files/form/i-765instr.pdf?download=1
 - c. **for Post-completion OPT: Make sure you write the correct code (c) (3) (B) in section #27 Eligibility Category.**
 - d. **in Part 6 Additional Information:** if you were previously authorized for CPT or OPT you will need to provide all previously used I-20 numbers showing the CPT/OPT approvals (page 2 of the I-20).
 - e. **Don't forget to sign, it will be rejected if not signed!**
 - f. Form G-1145, E-Notification of Application: https://www.uscis.gov/system/files_force/files/form/g-1145.pdf?download=1
- 4) **Fee** for processing is \$410.00 (amount may subject to change)
 - a. Check or Money order
 - i. in the amount of \$410.00* made payable to the **U.S. Department of Homeland Security**. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency.
 - ii. NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."
 - b. Credit Card
 - i. Form [G-1450](#)
- 5) Copy of your **I-94 Card** indicating F-1 visa or go to <https://i94.cbp.dhs.gov/I94/> for the most recent.
- 6) Copy of your **Passport** (picture page).
- 7) Copy of your **VISA** or **USCIS F-1 Change of Status Approval**.
- 8) **Two** full color frontal/passport **photos** with your full name printed clearly on the back of each, DOB, I-20 # (using Pencil). You may want to put these in a small envelope.
- 9) If applicable, copies of any previously issued **EAD cards** from USCIS.
- 10) **Set up meeting with DSO and turn in steps # 1-9 for application review.**
- 11) **I-20 OPT request:** OIP will review your documents, once approved you will get a new I-20, which you will submit with the application process to USCIS. Make sure to print your name, sign, and date before mailing.
- 11) **Mailing:**
 - Mail documents from steps #3-9 & 11. See page 3
 - Make sure you make copies for yourself.



Travel Regulations:

Health Insurance

