

# Optional Practical Training (OPT) Checklist

This checklist is for Roberts Wesleyan College students applying for OPT. Please refer to the USCIS website for the most current information. **Do not send this checklist with the application.**

## Step 1 – Prepare to file

- ☐ Attend the **OPT Informational Meeting** and read the **OPT Guide** for an overview of the application process.
- ☐ Decide on your OPT start and end dates. **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_
- ☐ Complete the Form I-765 (<https://www.uscis.gov/i-765>) and start gathering the documents below.

## Step 2 – Collect supporting documents in the following order and make copies of everything for your records

Note: Do not staple any documents together--use a paper clip or binder clip.

1. **Application fee.** This can be paid with a credit card using [Form G-1450](#) or you can get a money order from the post office, Walgreens, or Rite Aid.
2. [Form G-1145](#) if you want an email notification from the USCIS of acceptance of your application.
3. [Form I-765](#) completed and signed. Include all pages, even if they are blank.
4. **Two recent passport-sized photos** with your name and I-94 number written on the back in pencil. (You can get these for about \$10-15 at Walgreens or Rite Aid)
5. **COPIES** of all of the following:
  - o New I-20 with OPT recommendation (You will receive this after Step 3 below)
  - o All previous I-20's including the endorsement page to show whether OPT was recommended in the past
  - o Bio page(s) of your passport
  - o Most recent F-1 visa stamp in your passport
  - o Printed I-94 from <https://i94.cbp.dhs.gov/> (or copy of paper I-94 card for Canadian citizens)
  - o Any previous Employment Authorization Documents (EADs)

## Step 3 – Mail your application

- ☐ **Bring all documents with this checklist to the Office of International Engagement** to ensure everything is complete. The DSO will request OPT authorization in SEVIS and give you a new I-20. Sign it and make a copy to include with your application. Keep the *original* I-20 in a safe place.
- ☐ **Send application via Registered Mail** to one of the addresses below. You should receive a tracking number. We recommend using **USPS** for convenience and cheaper rates.

Recommended	
Send via <b>U.S. Postal Service (USPS)</b> to:  <b>USCIS PO Box 805373 Chicago, IL 60680</b>	Send via <b>FedEx or UPS</b> to:  <b>USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517</b>

**Your application must be sent in WITHIN 30 DAYS of your OPT request in SEVIS and BEFORE the end of your grace period (60 days after your I-20 end date)**