12 MONTH POST-COMPLETION OPT APPLICATION CHECKLIST

Students applying for F-1 Post-Completion Optional Practical training (OPT) should use this checklist when preparing for their OPT application appointment with the Immigration Services Office. All documents should be brought with you to your appointment. If items are missing, a follow up appointment will need to be scheduled to complete the application process. If applying for STEM OPT, please refer to the 24-MONTH STEM OPT APPLICATION CHECKLIST.

The ISO strongly recommends all students interested in applying for OPT first attend an OPT Workshop. OPT workshops are publicized through the International Students e-newsletter and are listed on the ISO’s News Updates website.

Read the OPT Overview and bring the following items with you to your appointment:

- **OPT Acknowledgement Form**: Please read, complete and sign.
- **I-765 OPT Application Form**: (see notes on page 2 for completion instructions)
- **G-1145 E-Notification Form**: Find this online at [www.uscis.gov](http://www.uscis.gov) under the “forms” tab. This form will allow you to receive an email or text message when your application is received by the Texas Lockbox location. This form is optional but recommended by ISO.
- **P.I. & GSBS Recommendation for F-1 Optional Practical Training Form**: Complete top portion and have it signed by your P.I. and GSBS (Mary Ellen Lane)
- **ALL Forms I-20**: that have been issued to you including ALL UMMS Forms I-20 and ALL Forms I-20 from institutions that you have previously attended in the U.S. (i.e. if you did a previous degree in the U.S.). If you are missing one, bring a photocopy.
- **Passport(s)**: If you have an old passport with an F-1 visa stamp, bring both old and new passport.
- **I-94 record**: Bring paper I-94 or printout your electronic I-94 record downloaded from [www.cbp.gov/i94](http://www.cbp.gov/i94)
- **EAD cards**: that have been previously issued to you. If you do not have the original, bring a photocopy of the front and back of your old card(s).
- **2 NEW Passport Photos less than 30 days old**: Obtain 2 standard (2” x 2”) U.S. passport-sized photos. You can obtain passport photos at a pharmacy like Walgreens or CVS. Write your full name (as is appears on your passport) and your date of birth on the back of each photo.
- **$410 Application Fee**: Bring a personal check or money order for the OPT application fee. A sample check can be found on page 2 of this handout.
- **Schedule an OPT appointment with ISO**: Call ISO at 508-856-5260 (option 3) to schedule your appointment in advance. The Immigration Specialist designated for your department will assist you with your OPT application. To find out which Immigration Specialist works with your department, please visit our website.

At your OPT Appointment, ISO will enter a recommendation for employment authorization in SEVIS and issue a new I-20 with your OPT recommendation (on page 3). You will then be asked to sign your new I-20 with OPT recommendation as part of the OPT application packet. Once your OPT packet is complete, ISO will mail your application to USCIS via UPS and will provide you with a copy of your OPT application packet and copy of your signed OPT Acknowledgement Form.
Notes for Completing the I-765
Please Type Information into Form and Print. Handwritten forms can be misread by USCIS and lead to spelling or printing errors on your EAD card.

I am applying for: check the box “Permission to accept employment”

Line 1: Type your family name IN CAPS, and type first and middle names in lower case.
Example: SMITH   Sarah

Line 3: Please use the ISO address so that ISO can verify the information on your EAD card and update SEVIS as necessary once your card arrives. Please type the address as follows:

333 South Street, ISO-HR    2nd Fl
Shrewsbury, MA  01545

Line 14: This is your I-94 number – found on the white card in your passport or electronic I-94 record, include 11 digits total.

Line 15: Complete this only if you have applied for OPT before (e.g. you have previously filed a Form I-765); CPT does not apply. You can check NO if you have only done CPT and on-campus employment.

Lines 16 & 17: This information is found on your I-94 record & travel history.

Lines 18 & 19: Write “F-1 student”

Line 20: (c) (3) (B) – for POST-Completion Optional Practical Training

Lines 21, 22, & 23: This does not apply to your specific situation. Please leave this blank.

Be sure to sign and date your OPT application and provide a telephone number in the Certification section toward the bottom of the I-765. Sign your application in blue ink between the two lines in the signature section; this signature will be scanned for your OPT card.

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[Sample Personal Check]

Your Name
Your Home Address
Pay to the order of: U.S. Department of Homeland Security

PAY TO THE ORDER OF:  U.S. Department of Homeland Security $ 410.00

Four-hundred-ten and 00/100-----------------------------------------------------------------------------------Dollars

PRINT numerical amount: [hint: write a line after the “00/100” all the way to the word “Dollars”]

For: I-765 Fee [write your name if not on your check] [sign (do not print) your name here]

:01190000 0012345678910 0225

Routing Number, Account Number & Check Number