I-765 Application for OPT

DOCUMENT CHECKLIST

Check that documents are packaged in this order:
1. G-1145 E-Notification request form (completed, signed & dated in blue ink)
2. I-765 Application for Employment Authorization (completed, signed & dated in blue ink)

Notes for the I-765 application:
- Question #3: ISS office address should be used as the mailing address
- Question #16: Should be listed as (c) (3) (B) for post-completion OPT
- Question #17: Left blank

3. Personal check (preferable) or money order made out for required filing fee of $380 (staple to I-765 application)
4. 2 passport photos (Check that the name and I-94 number are written in pencil on the back of both photos. staple in a small, plastic photo bag to I-765 application)
5. Letter from International Student Services advisor verifying student’s eligibility for OPT
6. Recommendation form from academic advisor
7. Copy of most recent I-20 endorsed for OPT, as well as copies of any I-20s issued for CPT
8. Front-and-back copy of most recent I-94 Departure Record
9. Copy of passport expiration/photo/signature page(s)
10. Copy of most recent US visa issued for F-1 Student status
11. (If available) Copy of Indiana driver’s license or state ID card

During final OPT appointment:
- Make photocopy for our records and for the student.
- Let them know about finding their application’s USCIS receipt number on the on-line copy of their cashed check for the $380 filing fee
- Go over the mailing address with each student, and recommend that Priority or Express shipping with delivery confirmation.
- Record students’ post-graduation plans in our “Senior post-grad plans 2012” Excel spreadsheet located in the “Lists” folder