

Checklist for Standard Post-Completion Optional Practical Training (OPT)

To apply for standard post-completion OPT, complete the following documentations and items:

- Student Request for OPT
- Adviser Recommendation for OPT
- Form I-765
 - Available from www.uscis.gov/i-765
 - Type form, type, and sign to avoid handwriting mistakes
 - Use a permanent US address which will be secure for the next 4 months
 - Question 16: (C) (3) (B)
 - Question 17-18: Skip
 - Sign and date!
- G-1145
 - Available from www.uscis.gov/g-1145
- \$410 Money Order
 - Payable to Department of Homeland Security
 - Include your SEVIS Number on the memo or comments line
- 2 Travel-Sized Photos
 - Must be identical, taken in the past 30 days, using a white background, without any distracting items or features
- Copies of immigration documents
 - Passport bio page
 - Visa page (even if your visa is expired)
 - Latest I-94
 - EAD from a previous employment authorization, if applicable

Meet with a DSO in the Division of Student Success

- Bring the completed documents listed above
- A DSO will review your documentation and verify your eligibility for OPT
- If eligible, you will receive an updated I-20 with a recommendation for post-completion OPT

Mail your completed documentation to USCIS within 30 days of your OPT recommendation

- For USPS First-Class and Priority Mail Express deliveries
 - USCIS
 - P.O. Box 21281
 - Phoenix, AZ 85036
- For overnight/courier deliveries (non-USPS)
 - USCIS
 - Attn: AOS
 - 1820 E. Skyharbor Circle S.
 - Suite 100
 - Phoenix, AZ 85034

Further considerations

- You may apply for OPT as **early** as 90 days prior to program completion,
- You may apply for OPT as **late** as late as 60 days after program completion
- You must mail your completed packet within 30 days of your OPT recommendation
- Use a permanent address
- The processing time with USCIS is 60-90 days
- You may not begin working without your approved EAD in hand