



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

To apply for standard post-completion OPT, complete and collect the following documents:

- Student Request for OPT and Adviser Recommendation for OPT
- OPT Regulations Handout
- [Form I-765](#)
 - Make sure you use the most updated version!
 - Type form, print, and sign to avoid handwriting mistakes
 - Use a permanent US address which will be secure for the next 4 months
 - Parts 1-3 must be completed by all applicants
 - Question 13:
 - If you have not yet received an SSN, you can submit additional information to apply for it along with your EAD.
 - If you already have an SSN, skip to question 18.
 - Question 26: Find your SEVIS Number at the top of your I-20
 - Question 27: (C) (3) (B)
 - Questions 28-31: N/A
 - Part 4: cross out or put N/A unless you have used an interpreter to assist you with your application
 - Part 5: cross out or put N/A unless you have used a lawyer to file your application
 - Page 6: List all prior CPT and OPT authorizations (see I765 Part 6 Sample)
- [Form G-1145](#)
- Check or Money Order for Filing Fee (check I-765 instructions for correct fee)
 - Payable to Department of Homeland Security
 - Include your SEVIS Number on the memo or comments line
 - At this time, we do **not** recommend using the G-1450 to pay by credit card
- 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 P/DSO

- Send/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; must be received within 30 days of OPT recommendation

- You will receive mailing information with your updated I-20

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 so **it is received within 30 days of your OPT recommendation, and no later than the end date of your 60-day grace period.**
- The processing time with USCIS is about 90 days
- You may not begin working without your approved EAD in hand