

College of the Holy Cross – Office of International Students

Checklist for the OPT (Form I-765) Application Package

USCIS official guidance on completing the Form I-765 and where to submit your application is available at their web site: <https://www.uscis.gov/i-765>

- You must be in the U.S. to apply for OPT. You cannot apply from abroad.**
- Completed, signed “OPT Student Acknowledgement Form”** (available on the OIS website)
- I-765 filing fee** (US\$410 without biometrics) in the form of a check or money order payable to "U.S. Department of Homeland Security". Paying by credit card is NOT recommended as we have experienced several delays and cancelations!
- G-1145** (E-notification) form with notification email and phone number
- 2 identical passport-style photos** taken within 30 days of filing Form I-765
- Form I-765 (current, legal version), completed, signed and dated**
- Copy of Form I-20 printed with the OPT endorsement**, signed by the DSO and student on page 1. *USCIS must receive your application within 30 days of the date on this I-20.*
- Copies of all prior Forms I-20**, especially those on which CPT or OPT was granted previously, so that **all prior periods of CPT** and OPT, and whether they were for full-time or part-time training, can be reviewed by USCIS.
- Copies of all previous employment authorization documents** (EAD cards), if any.
- Copy of your most recent Form I-94**, arrival form
- Copies of the following passport page(s):**
 - Passport ID pages:** photo page, page with passport validity dates, including renewal page **if original has expired**, and pages showing amendments such as name changes, corrections, etc.
 - F-1 visa page** (unless you are a Canadian citizen)