OPT CHECKLIST

Deadline for OPT (Optional Practical Training) – Apply 90 days before the Program End Date or within 60 days after.

Types of OPT:

Post Completion C. 3. B. – You can apply for post-completion OPT after completing your studies. If you are approved for post-completion OPT, you can work full time or part time (20 hours a week). If you participated in pre-completion OPT, USCIS will deduct that amount of time from your post-completion OPT period.

Pre-Completion C.3.A You may participate in pre-completion OPT after you have been enrolled on a full-time basis for a full academic year at a college or any other higher education institution, certified by ICE (Immigration and Customs Enforcement, SEVP (Student Exchange Visitor Program). (www.USCIS.gov/opt)

Required documents to complete the OPT application:

☐ **I765: If you file electronically, the form is built into the application**

- **Regular, post-completion OPT category is C3B**
- **STEM post-completion OPT category; C3C**

☐ **One passport photo if filed electronically (**Photo must be in the following format: color photos with a white background. The photos should be passport-style and recently taken (within the last month). You will have to upload them to your electronic application

☐ **Copy of a Passport ID page (Passport must be valid for 6 months or more)**

☐ **F1 Visa (submit a copy of your visa, even if it has expired)**

☐ **Form I-94;** https://i94.cbp.dhs.gov/I94/#/home

☐ **Form I-20 (Student) Copies;** For electronic filing, you will only need copies of your previous OPT and CPT I-20s.

☐ **Copy of the New I-20 issued with OPT request.** You will need to apply **within 30 days of when this I-20 is issued**. DO NOT submit your application without this I-20.

☐ **This application requires payment to the USCIS. Payment can be made online with a debit or credit card.**

College Documents:

Unofficial University transcript (optional); strongly encouraged for STEM OPT application.

☐ Current Semester schedule (optional)

List of other documents, if applicable:

☐ **Copies of previous EAD Cards (Employment Authorization Document)**

☐ **Copy of a Social Security Card**

Please keep in mind, OPT is never guaranteed, it is up to USCIS to grant permission for OPT.

Please follow the list closely, if you fail to submit any of the documents you will receive Request for Evidence (RFE) from the USCIS.

It is strongly recommended to apply online. It will be more cost-efficient vs. mailing the whole packet. If you do not have a USCIS account, you will have to start by creating an account. Please follow the link to do so:

https://myaccount.uscis.gov/

Walsh College P/DSO is here to assist you with the process and review documents before submitting your application.