

OPT Application Checklist

OPT application			
<p>Submit your completed application and other documents to your DSO for review and assistance. DSO will issue a new I-20 showing request for OPT.</p>	<p>Read overview at: https://reason.luther.edu/diversity/internationalinfo/currentstudents/opt/</p>		
Forms			
	Yes	No	Comments
Completed and signed form I-765	<input type="checkbox"/>	<input type="checkbox"/>	<p>Can be found, along with sample of how to complete the form at: https://www.uscis.gov/i-765</p>
Submit supporting documents in this order, with I-765 on top:			
	Yes	No	Comments
Check or money order	<input type="checkbox"/>	<input type="checkbox"/>	Made out to U.S. Dept. of Homeland Security, for \$410
2 Passport sized photos	<input type="checkbox"/>	<input type="checkbox"/>	<p>Write name and I-94 number on the back of each photo. You must submit two identical color passport-style photographs of yourself taken recently. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.</p> <ul style="list-style-type: none"> The two identical passport-style photos must be 2 by 2 inches. The photos must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name and A-Number (if any) or I-94 number on the back of the photo.
Copy of signed I-20, endorsed by DSO for OPT application	<input type="checkbox"/>	<input type="checkbox"/>	Contact your DSO to enter the OPT application into your SEVIS record, print I-20, and send it to you. Don't forget to sign it! Note, your OPT application must be received by USCIS within 30 days of the entry in SEVIS.
Copy of all previously issued I-20s	<input type="checkbox"/>	<input type="checkbox"/>	Front and back, showing any endorsements for CPT, etc.
Copy of Passport	<input type="checkbox"/>	<input type="checkbox"/>	Check expiry date
Copy of US F-1 Visa	<input type="checkbox"/>	<input type="checkbox"/>	Check expiry date
Copy of most recent I-94	<input type="checkbox"/>	<input type="checkbox"/>	Note: CBP will no longer be issuing the paper I-94. If you don't have one, you can upload one from: Electronic I-94
Letter of support from DSO			Check with your DSO in the Center for Intercultural Engagement and Student Success

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