F-1 OPT Application Checklist

REMINDER: The OPT application must be received by USCIS within 30 days of the date on which ISSS issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.

To prepare the OPT application for USCIS, assemble the following documents:

- ✓ I-765 Application Fee
  - o Currently the fee is **$470;** Please see https://www.uscis.gov/i-765 under Filing Fee.
  - o Note, there is NO biometric fee for OPT.
  - o Include a **personal check** or **money order** payable to "US Department of Homeland Security". Refer to our Tips for Writing a Check or Money Order page for step-by-step guidance.
  - o Do not use starter checks (those that do not have your name/address printed).
  - o We do NOT recommend using the Credit Card form G-1450.

- ✓ Two US Passport-Style Photos
  - o Taken recently (photos cannot be more than 30 days old). No selfies; no photo filters.
  - o Lightly print your name on the back of each photo with a pencil.

- ✓ Form G-1145, E-Notification of Application/Petition Acceptance
  - o To receive an e-Notification when your Form I-765 has been accepted.

- ✓ Form I-765
  - o Please refer to our sample OPT I-765 form for guidance **at this link.**

- ✓ **Document Photocopies** *[Do not send originals. Can be in black and white or color.]:*
  - o New OPT I-20 (make sure to sign and date before you copy)
  - o Passport Identification or biographical page(s)
  - o Most recent I-94 record, found at www.cbp.gov/i94
  - o All previous EADs (if applicable), **front and back**
  - o All previous I-20's – see https://global.upenn.edu/isss/f-1-opt-faqs if you are missing I-20's.

Final Steps

1. Check all documents for completeness and accuracy. Refer to the USCIS I-765 Instructions and the ISSS OPT I-765 Visual Completion Guide.
2. Keep a complete copy of your application express mail receipt and money order receipt, if applicable. All documents should be **single-sided**. Do not use staples. You may use paperclips or binders to secure pages.
3. **Mail completed application** to Direct Filing Addresses for Form I-765 listed for foreign students under category for F-1 Optional Practical Training, (OPT). The current lockbox address can also be found on the ISSS website on this page.
4. We recommend that you mail your application by express mail such as UPS, Federal Express or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.
5. **Finally, if you decide NOT to apply for OPT or use your OPT benefits, please notify your ISSS Advisor.**