

INTERNATIONAL STUDENT RESOURCE CENTER

OPTIONAL PRACTICAL TRAINING (OPT) – APPLICATION MATERIALS

The following items should be included in the application packet for Post-Completion (c)(3)(B) Optional Practical Training (OPT). Please refer to the I-765 Information Packet for additional mailing instructions.

1. **Form G-1145, E-Notification of Application/Petition Acceptance** – This form is optional, but is recommended to be included. Put it on top of the first page of your application materials. This form can be found at uscis.gov/forms.
2. **Form I-765, Application for Employment Authorization** – This form can be found at uscis.gov/forms.
3. **Form I-94** – A print out of your electronic I-94 card form (some students might also have a paper I-94 card and should include copies of that, as well). To access the I-94 go to cbp.gov/i94.
4. **Copy of Most Recent Admission Stamp** – This stamp is found in your passport indicating the date you entered the country. The stamp will be marked F-1 D/S.
5. **Valid Passport** – Copy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
6. **OPT Endorsed Form I-20** – Must include a copy of pages 1 and 2 of the OPT endorsed I-20. The I-20 should be signed by the student on page 1 prior to making the photocopy. To request the OPT I-20 from the ISRC, please obtain and complete the application form **Optional Practical Training – Post-Completion (c)(3)(B)**
7. **Previous Form I-20s** – The ISRC recommends that students include copies of all previous Form I-20s that have been issued. USCIS requires students to include any I-20s endorsed for Curricular Practical Training at your current degree level. Make sure that you've signed the I-20 on page 1 prior to making the photocopy.
8. **Two Identical Photographs** – Photograph instructions are on the Form I-765 instructions under Required Documentation. Photographs must not have been taken more than 30 days prior to the submission of your application. Stores advertising “Passport Photos” are typically able to issue the required photographs. Write your last name and I-94 number lightly in pencil on the back of each photo.
9. **Previously Issued EADs** – Photocopies of any previous employment authorization documents (EAD), if applicable.
10. **\$410 Fee** – Check or money order payable to the U.S. Department of Homeland Security.