# OPT ONLINE APPLICATION CHECKLIST

1. Create a USCIS Online account at uscis.gov
2. Complete OPT request form & responsibilities page2.

# OPT Request Form

View your addresses in LeoOnline

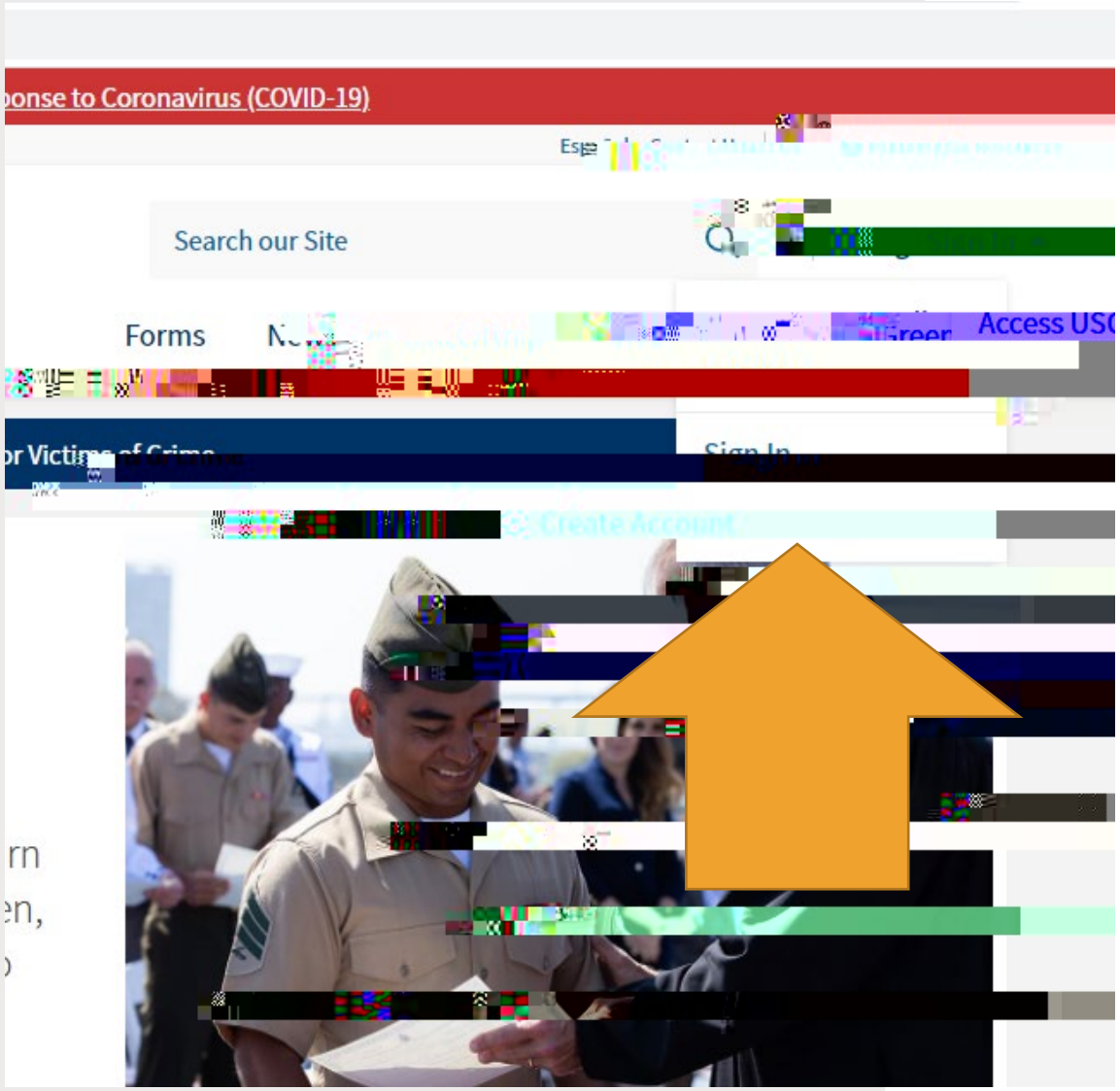
Enter your academic program info

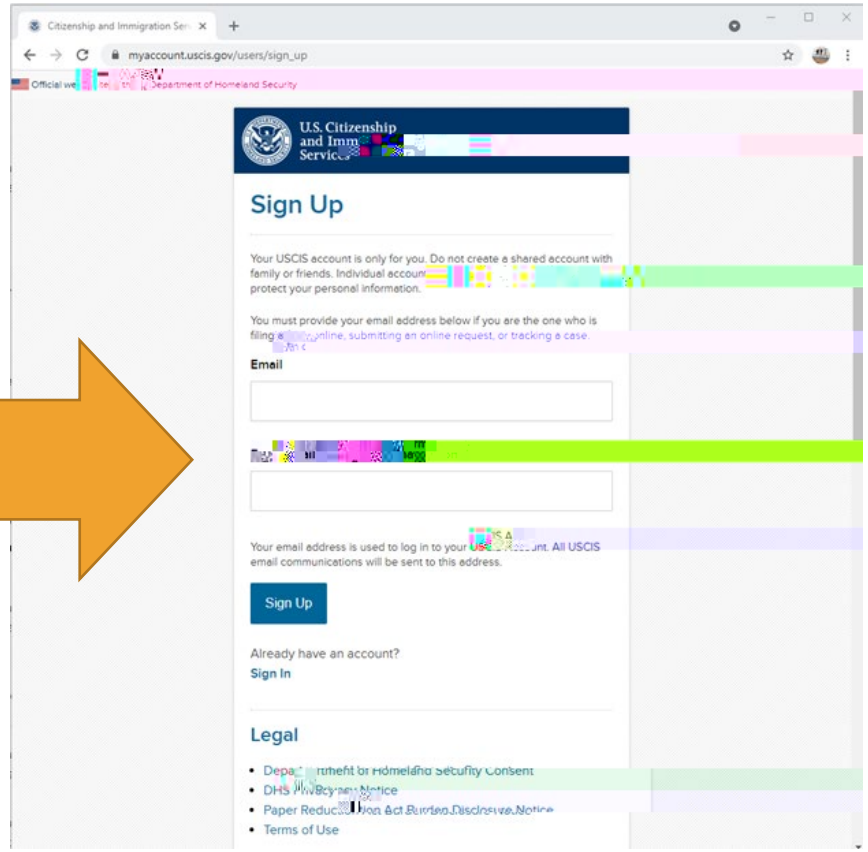
Enter your requested OPT EAD start date
Start date can be as early as the day after your program end date and must be no later than 60 days after your program end date

SIGN & DATE HERE

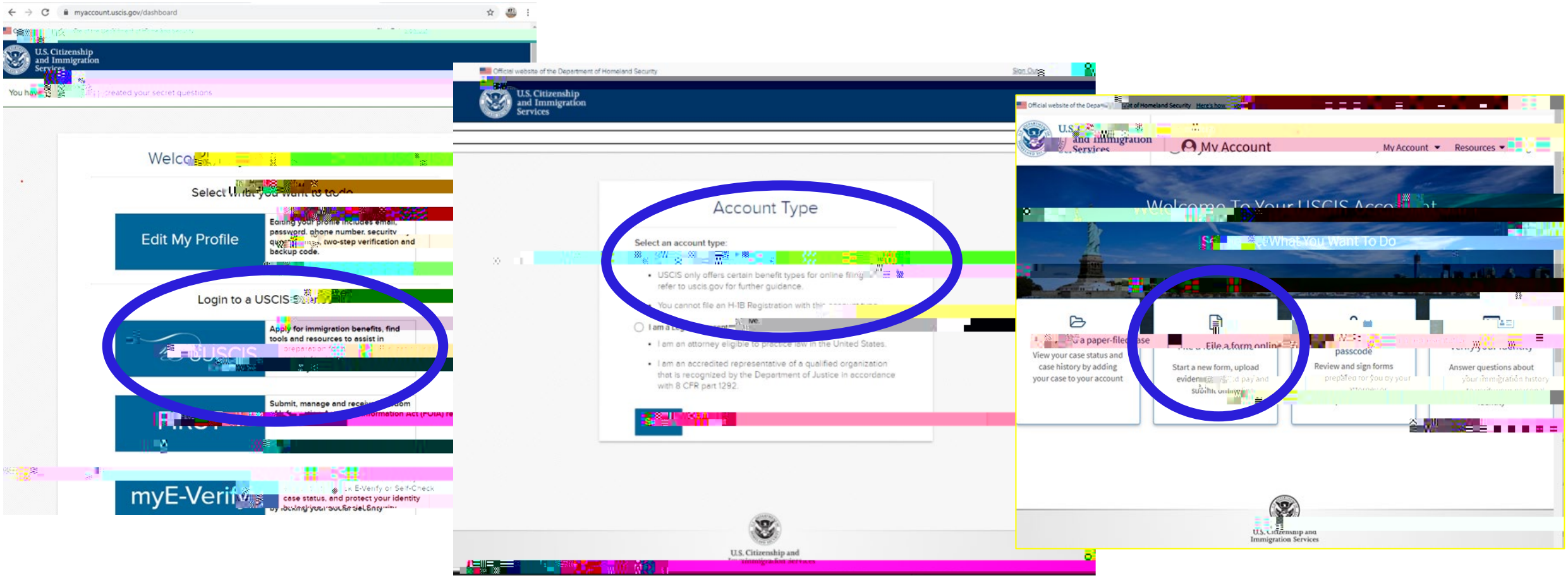
Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section

# Create your account at USCIS.GOV

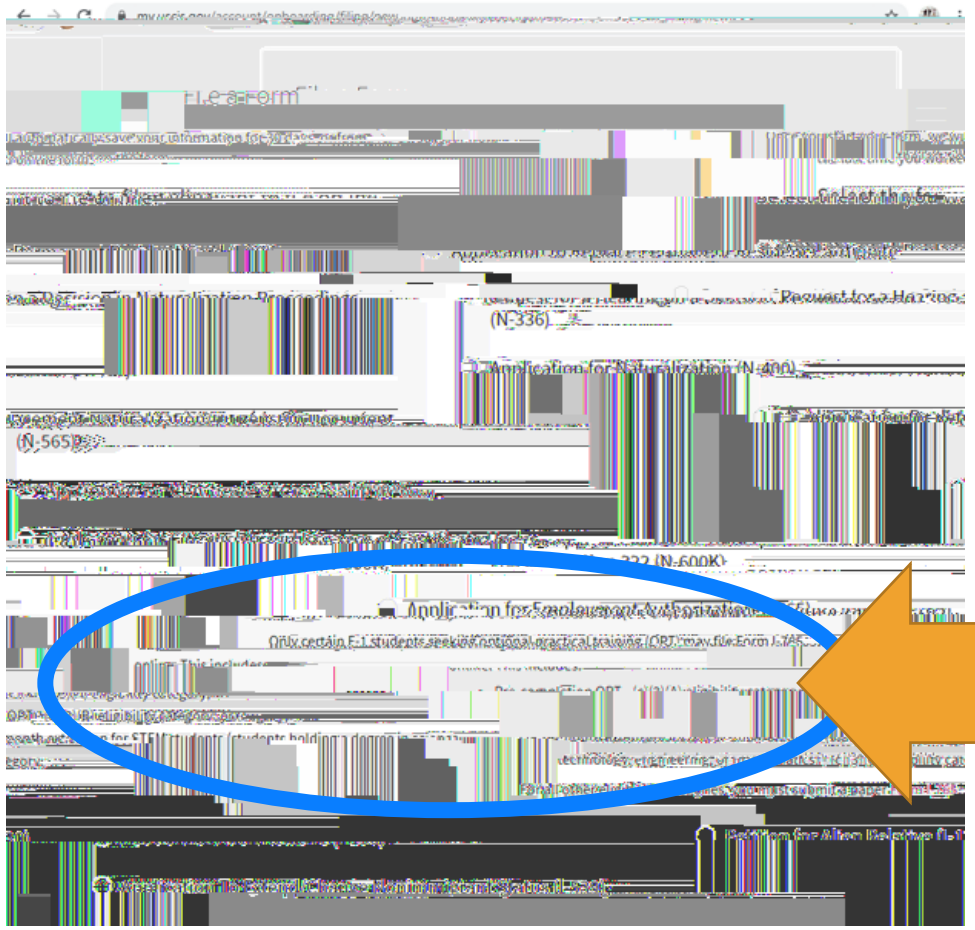


# Create your account

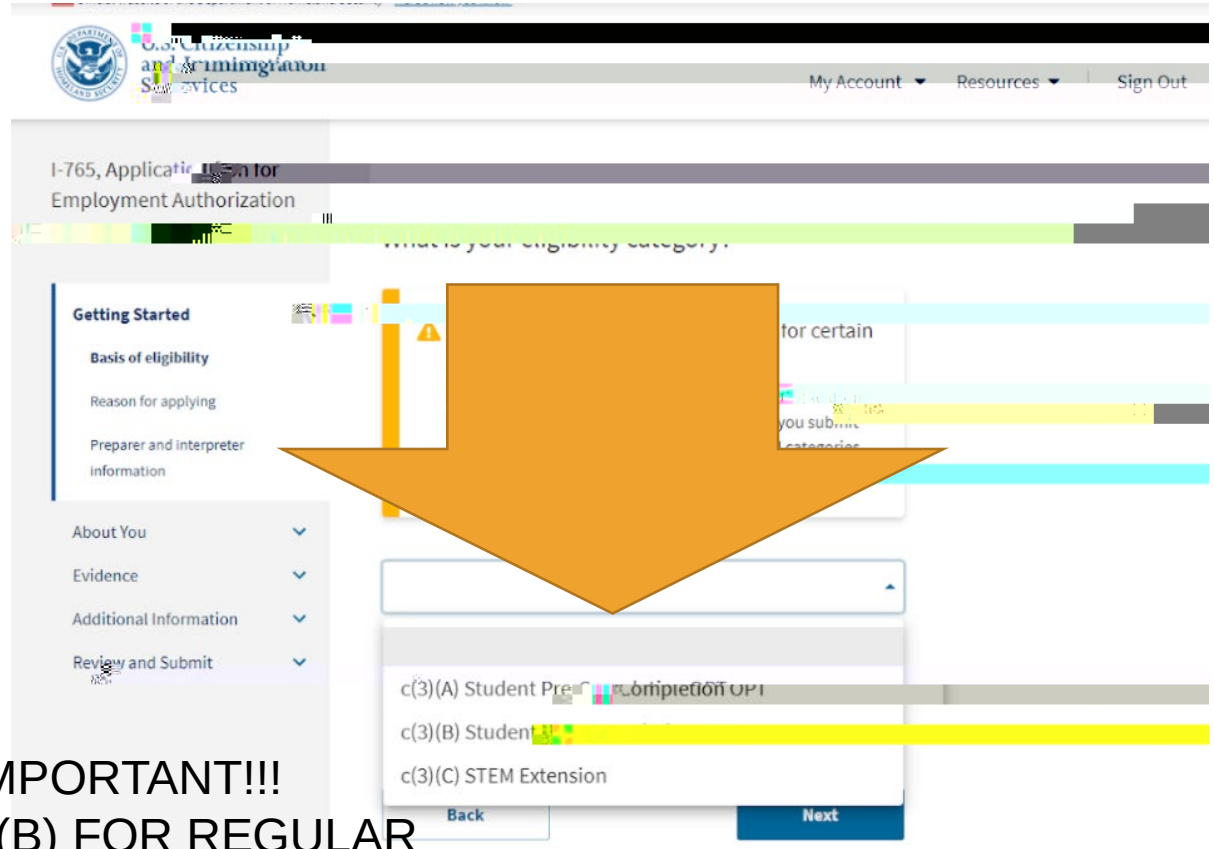


# Online I-765 Form – Post Completion Regular OPT

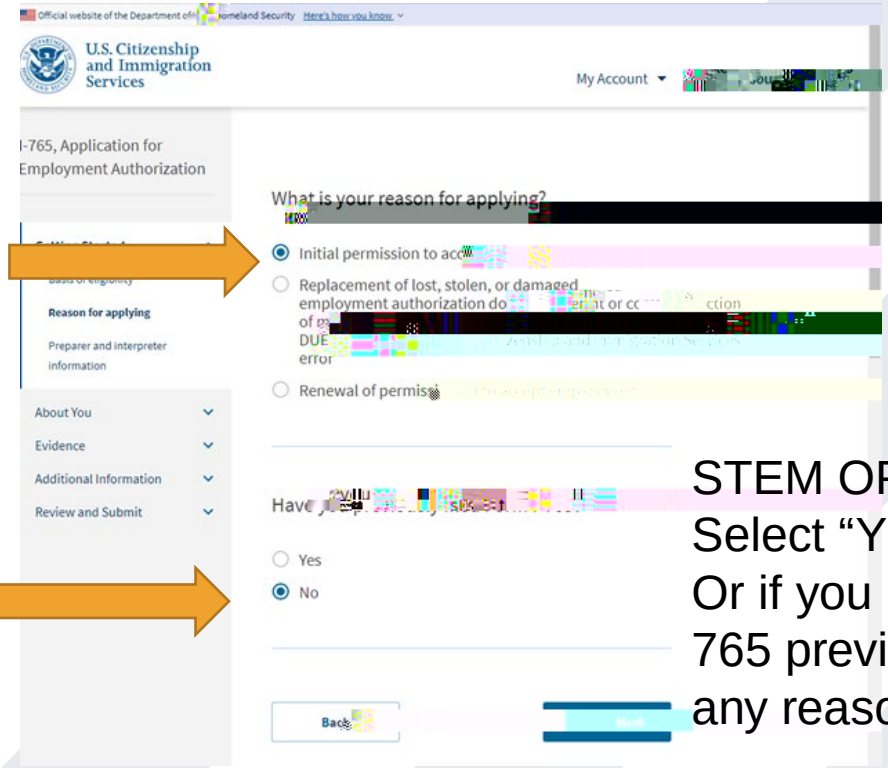


Your application will auto save a draft as you go through. BUT the draft will delete if you do not have any updates within 30 days.

# Online I-765 Form – Post Completion Regular OPT

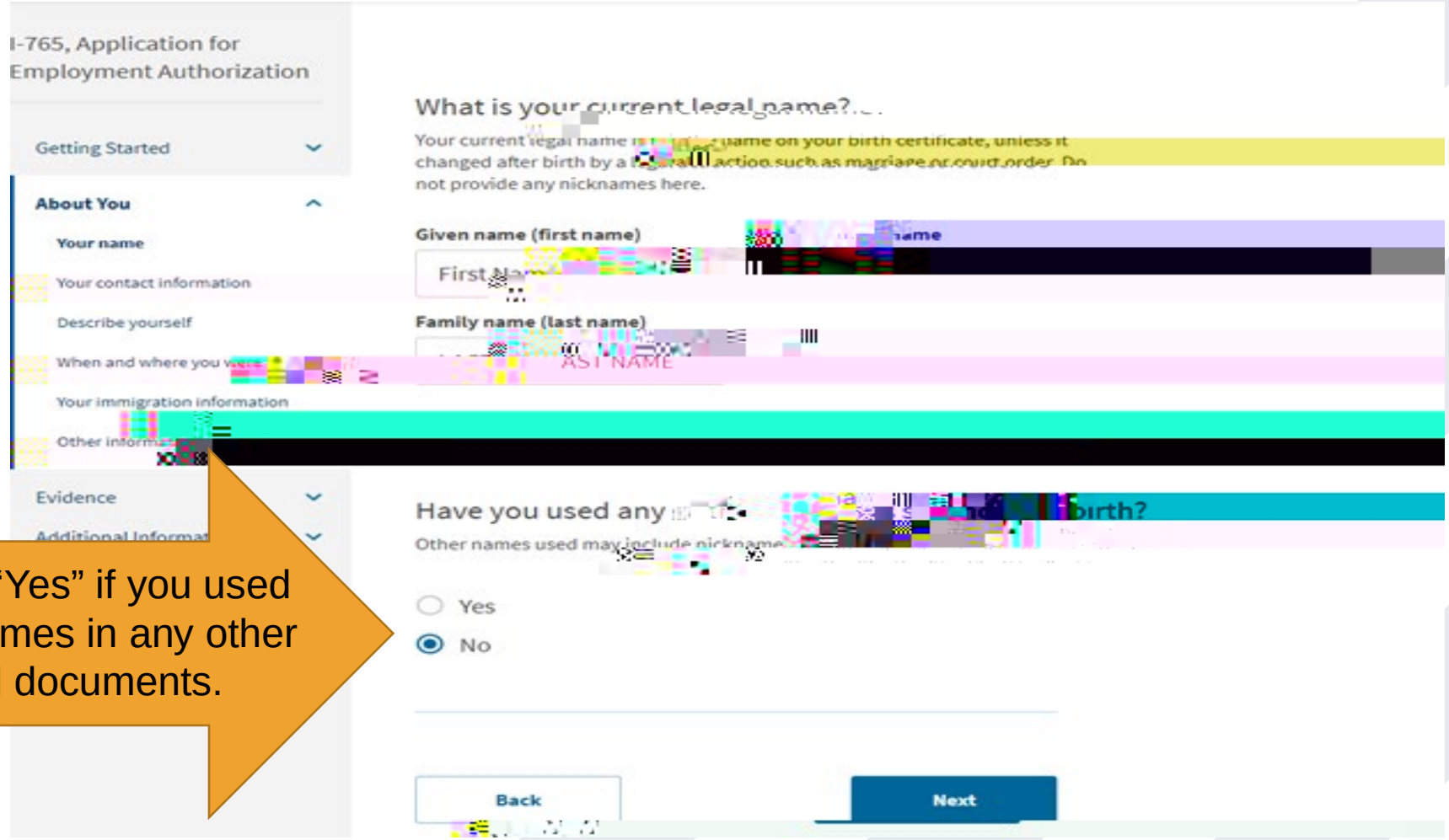



IMPORTANT!!!
C(3)(B) FOR REGULAR OPT
C(3)(C) FOR STEM OPT



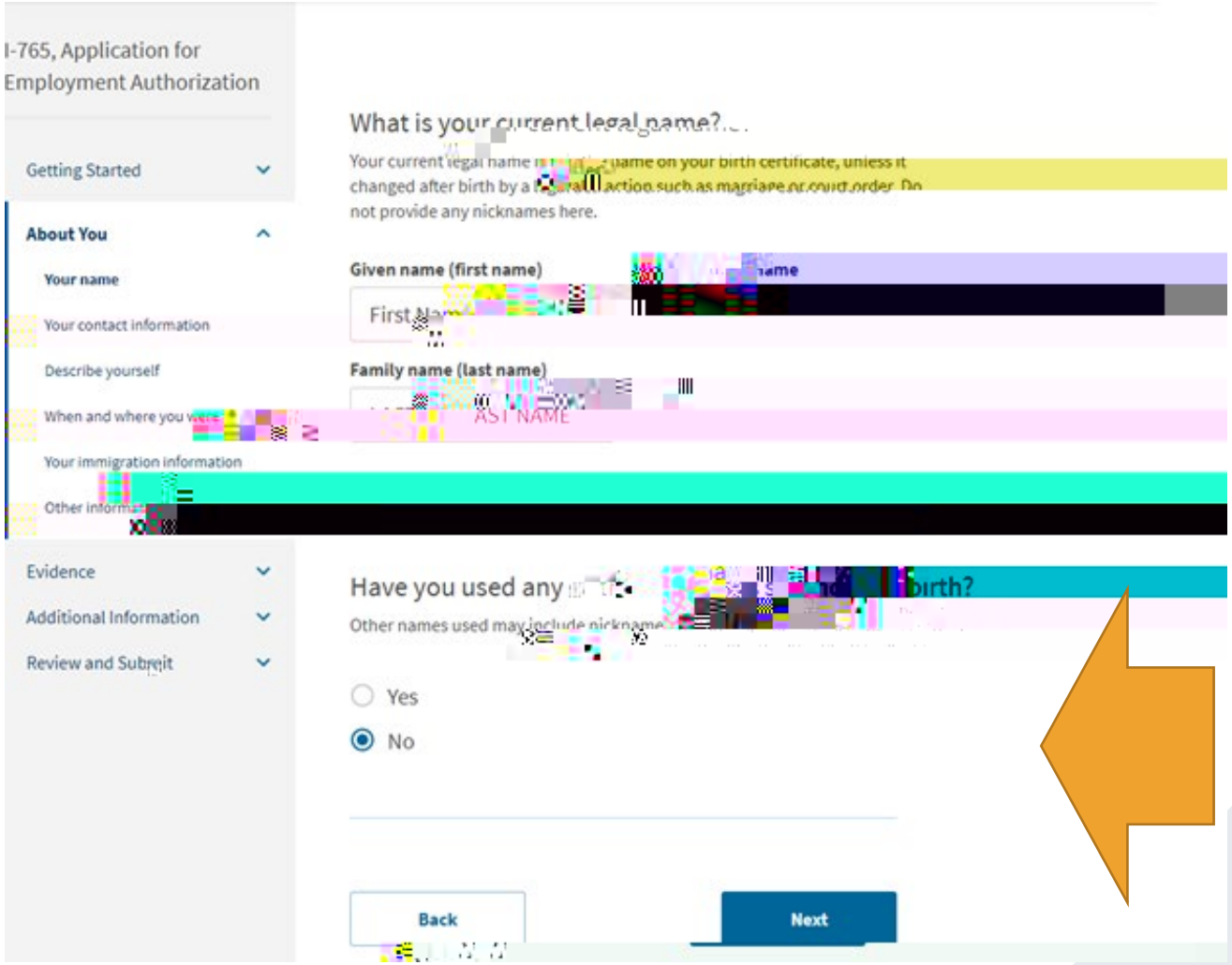

STEM OPT students:
Select “YES”
Or if you have files I 765 previously for any reason

# Online I-765 Form – Post Completion Regular OPT



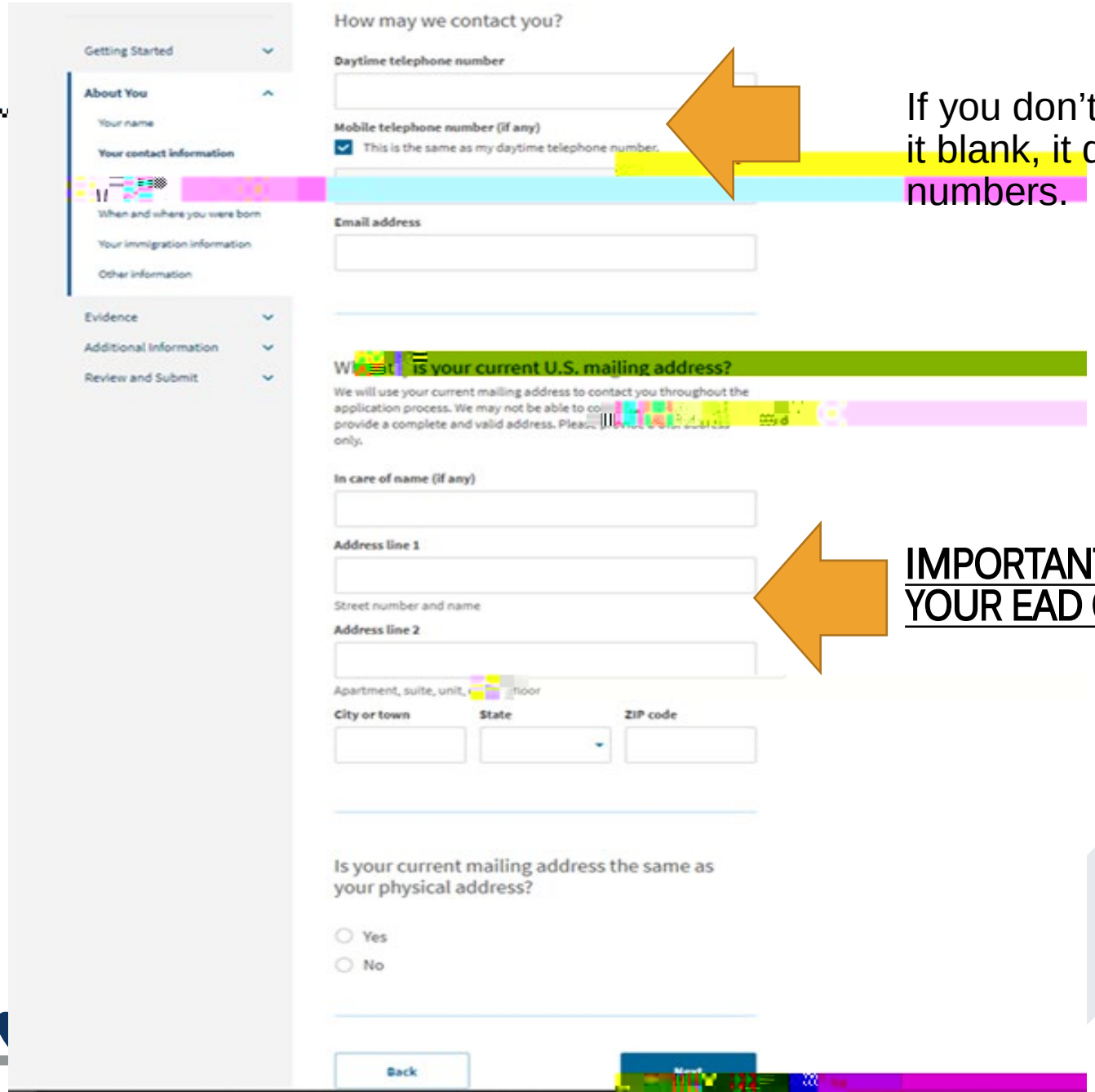

Select “Yes” if you used other names in any other legal documents.

# Online I-765 Form – Post Completion Regular OPT




- Use name exactly as it is on your Passport
- Type Full Family Name
- Type Full Given Name

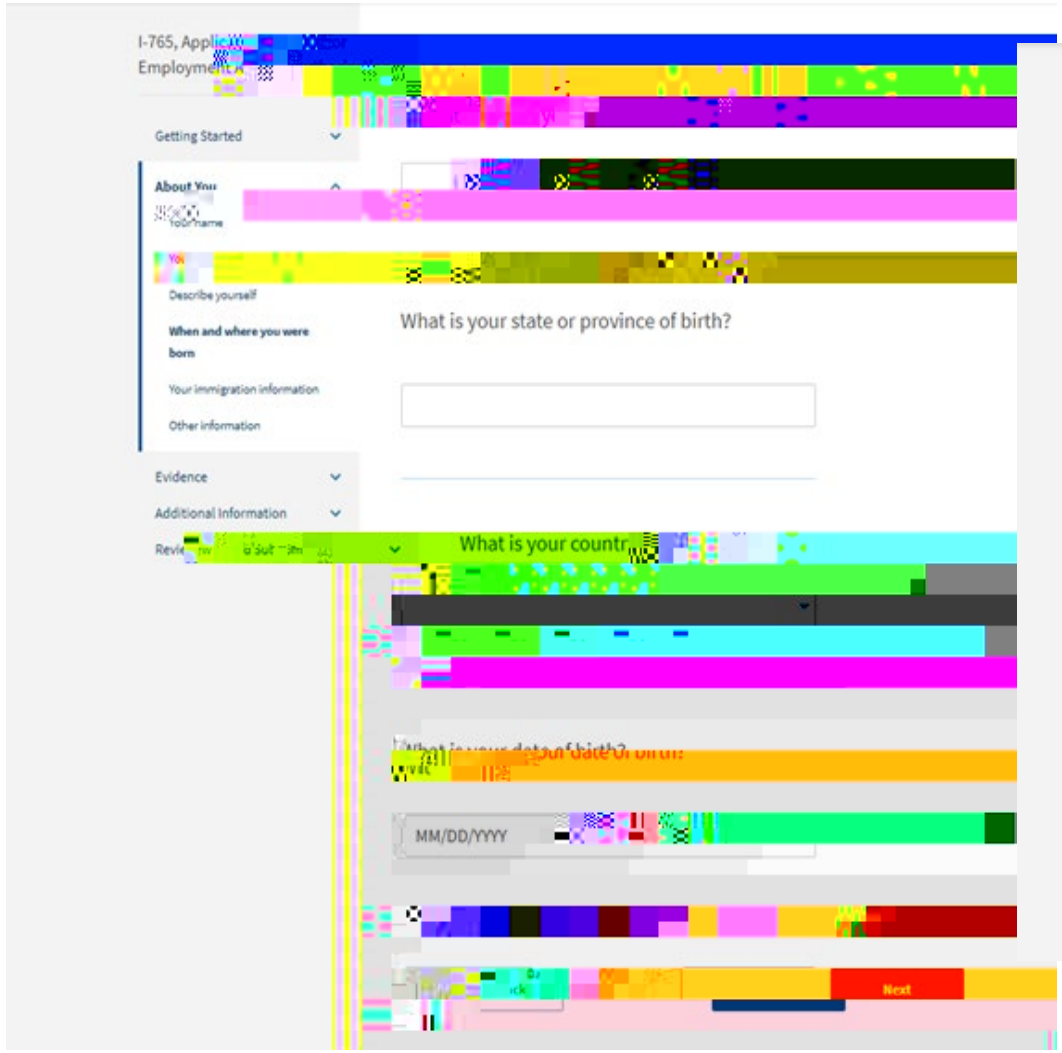
Select “Yes” if you used other names in any other legal documents.

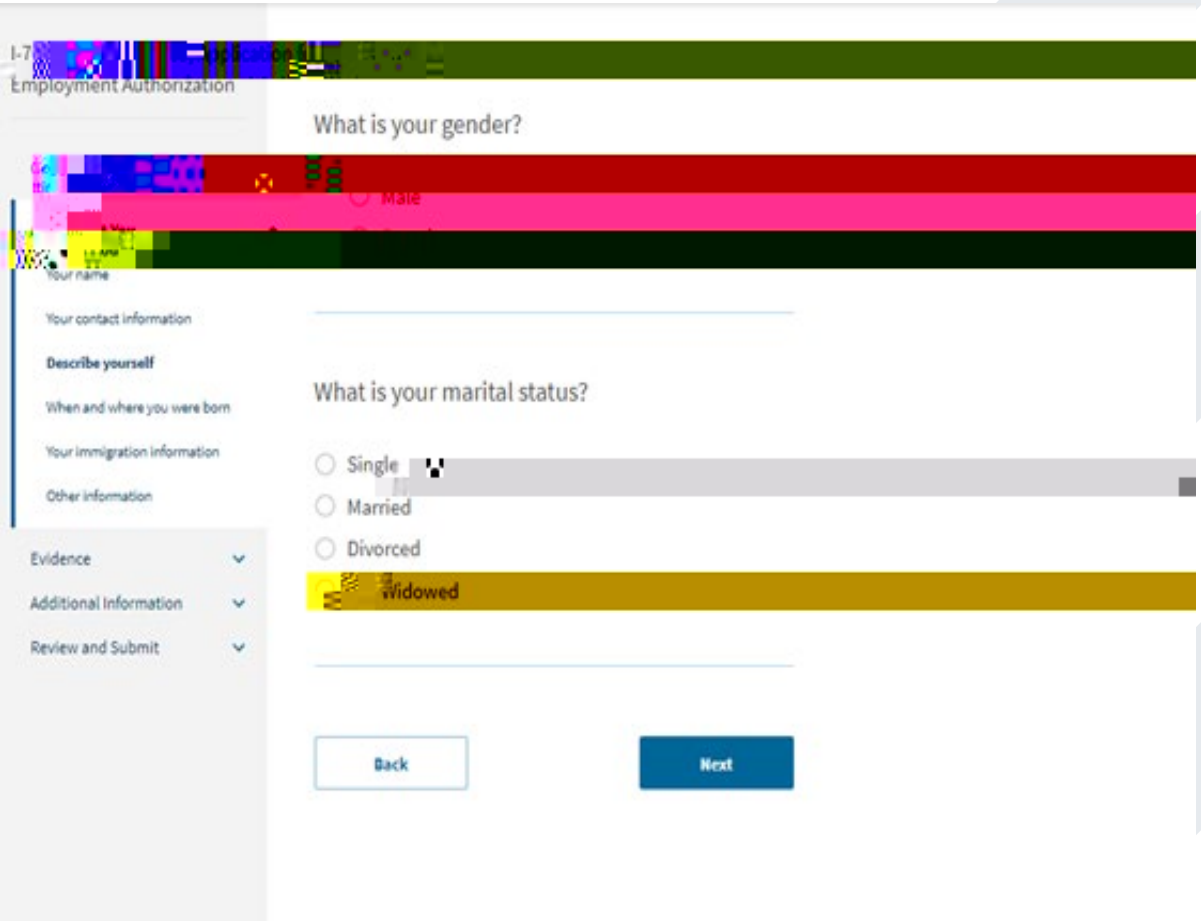


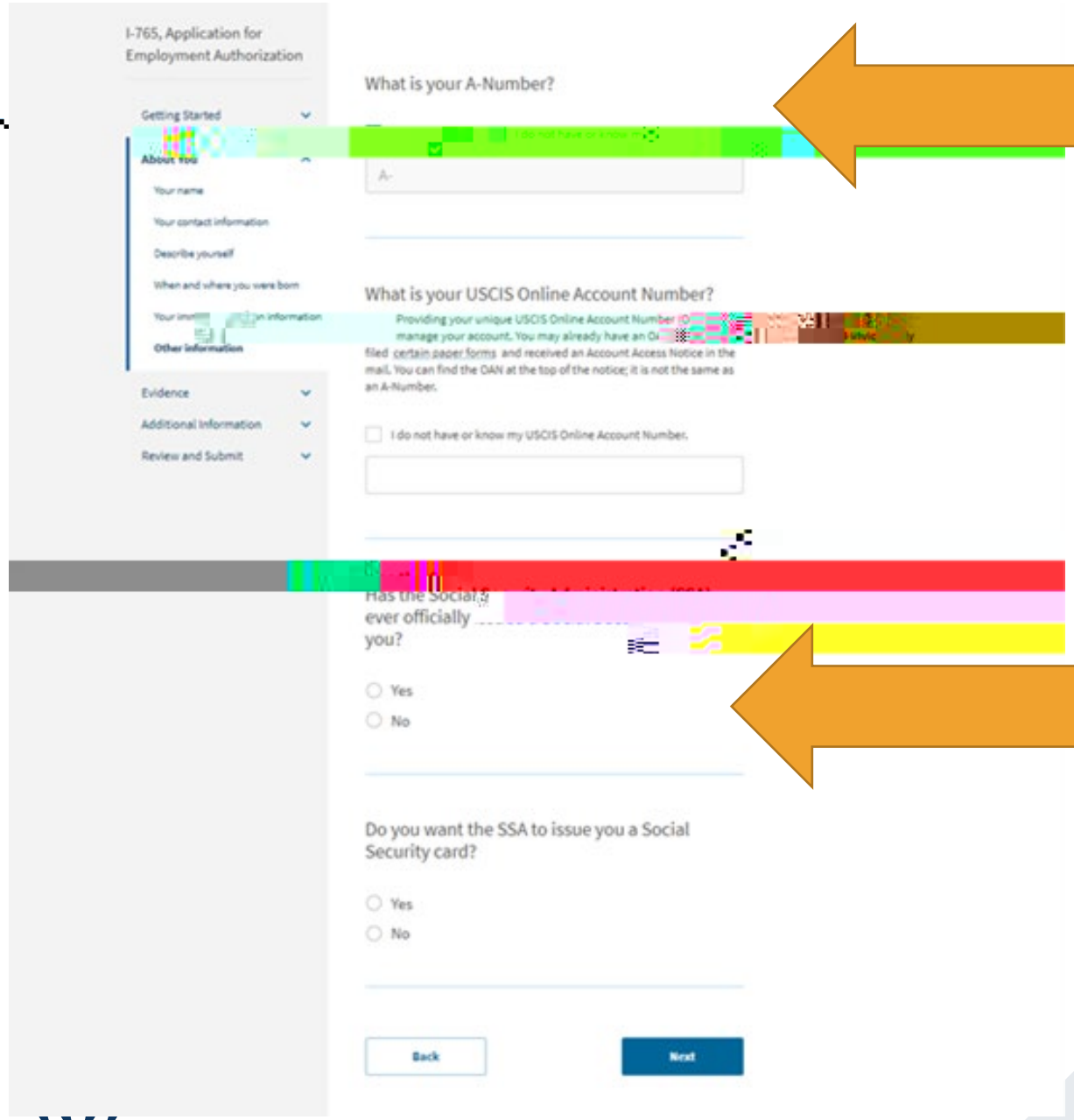

If you don't have a US cell phone, leave it blank, it does not accept int'l numbers.

IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED

# Online I-765 Form – Post Completion Regular OPT



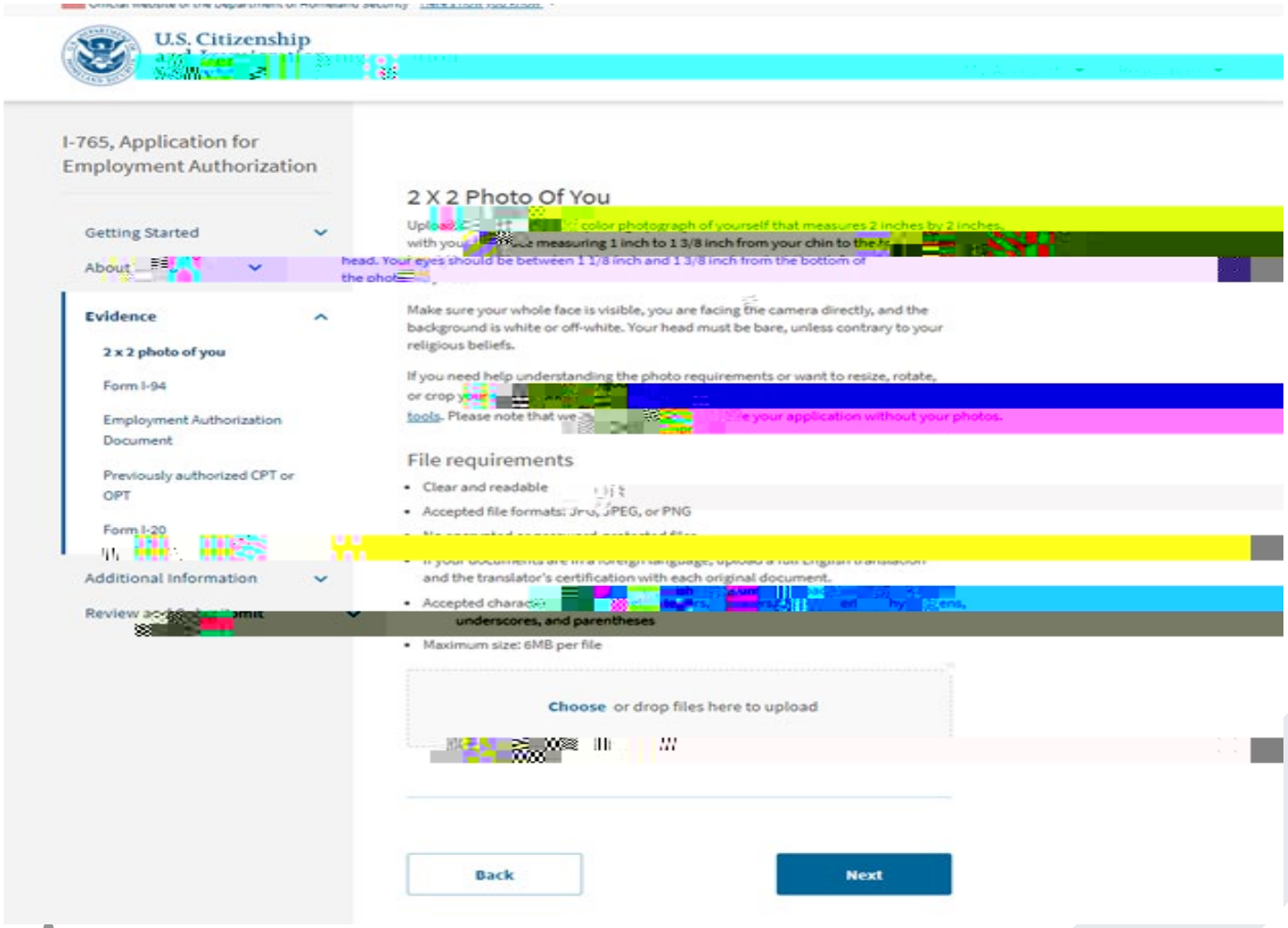



If you've had an EAD card before, include the USCIS# written on the card here.

If you Select Yes - You'll be asked to include your SSN #

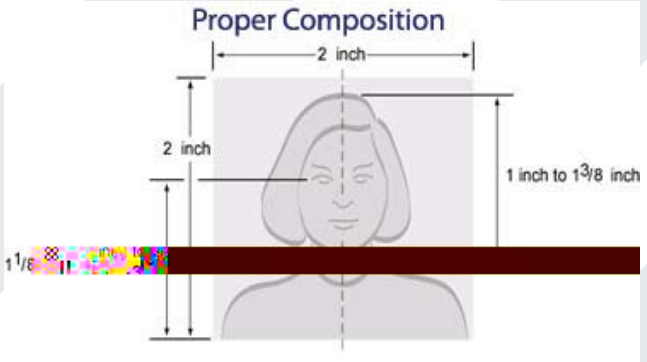
If you Select No, then we recommend you select Yes to the next question.

# 2x2 Photo Requirement



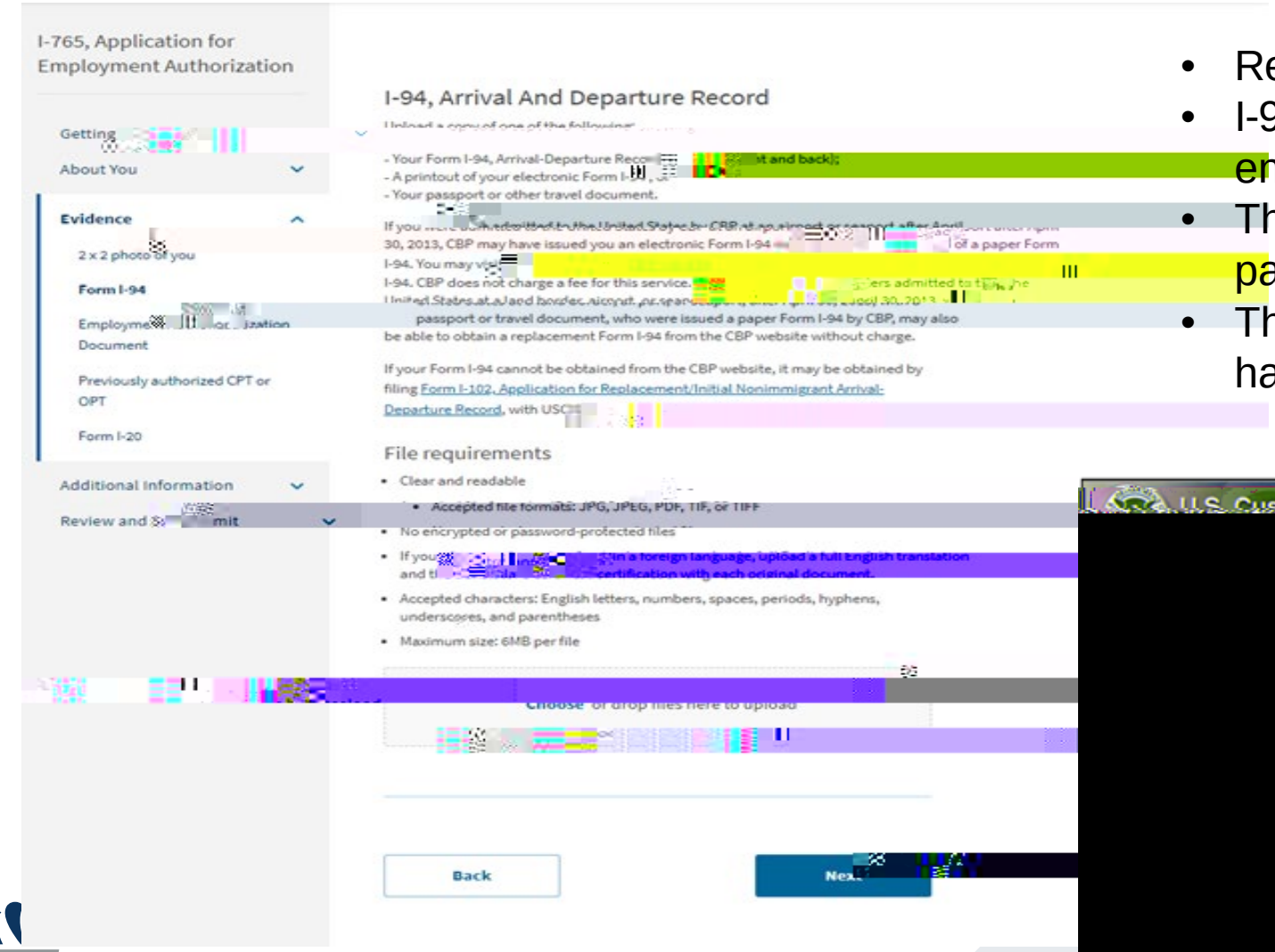

JPG, JPEG or PNG Only

- 2 identical color passport-style photographs taken recently
- white to off-white background, be printed on thin paper with a glossy finish
- Glasses are not allowed
- Directly facing camera with a neutral expression, eyes are clearly visible
- Head centered and sized between 1” and 1.4” (25 and 35 mm)

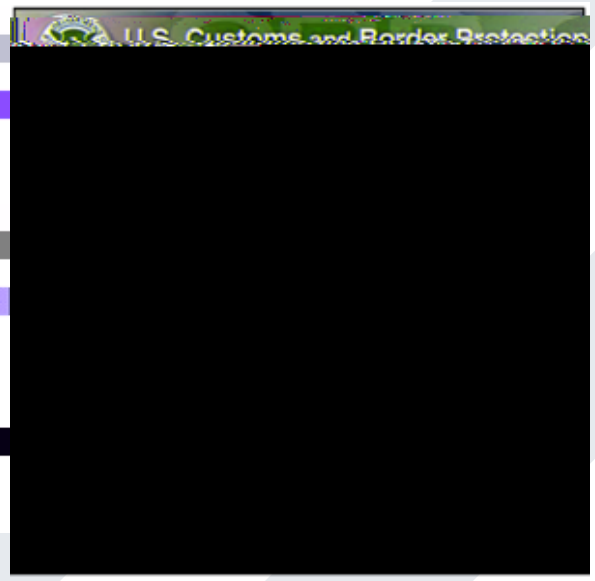


# I-94 Arrival Record*

*If you changed your status in the US, please upload a copy of the approval notice from USCIS

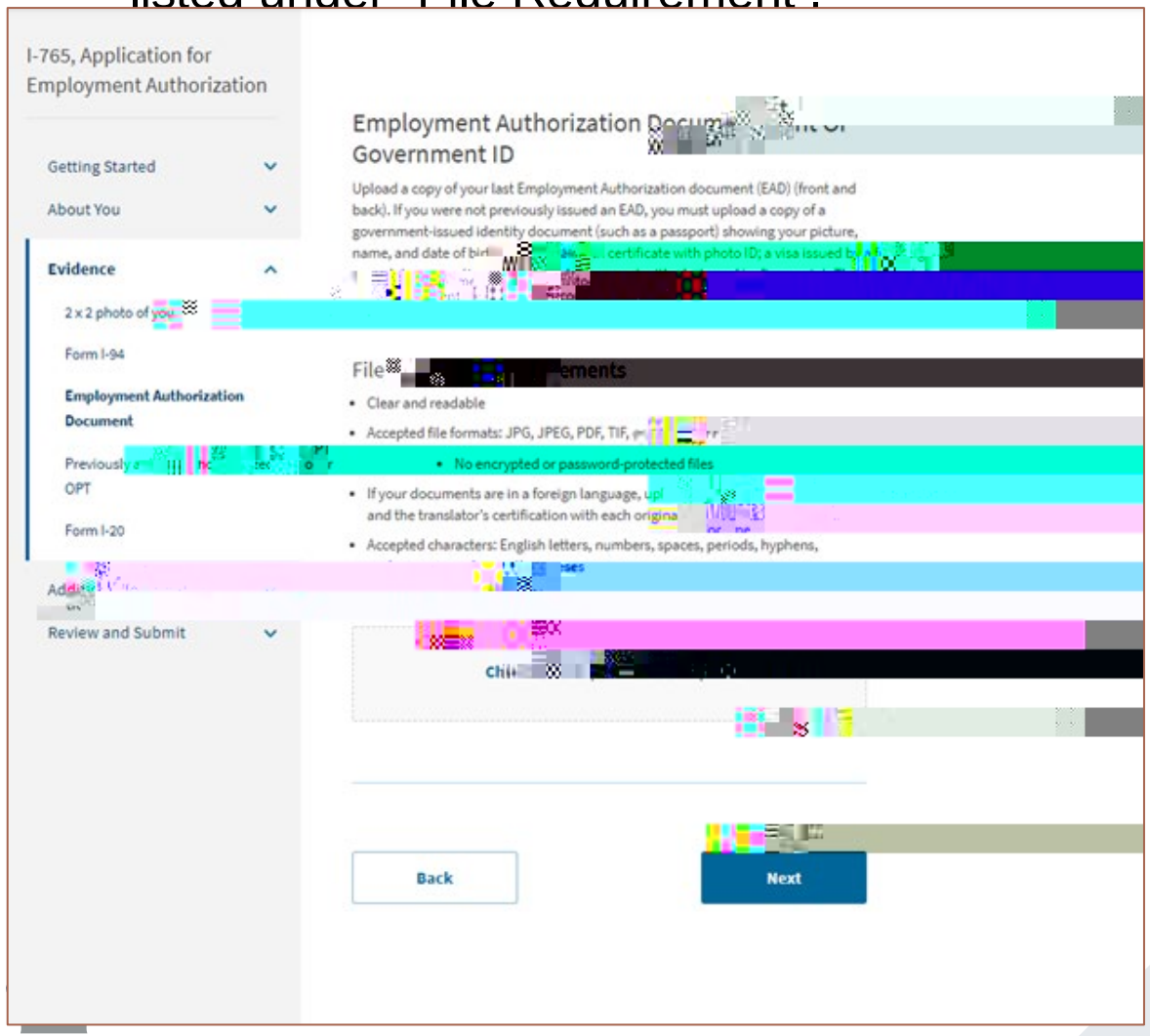



- Retrieve I-94: i94.cbp.dhs.gov
- I-94 can be retrieved within 5 years of entry
- The electronic I-94 record is only one page
- The paper I-94 issued before May 2013 has front and back side

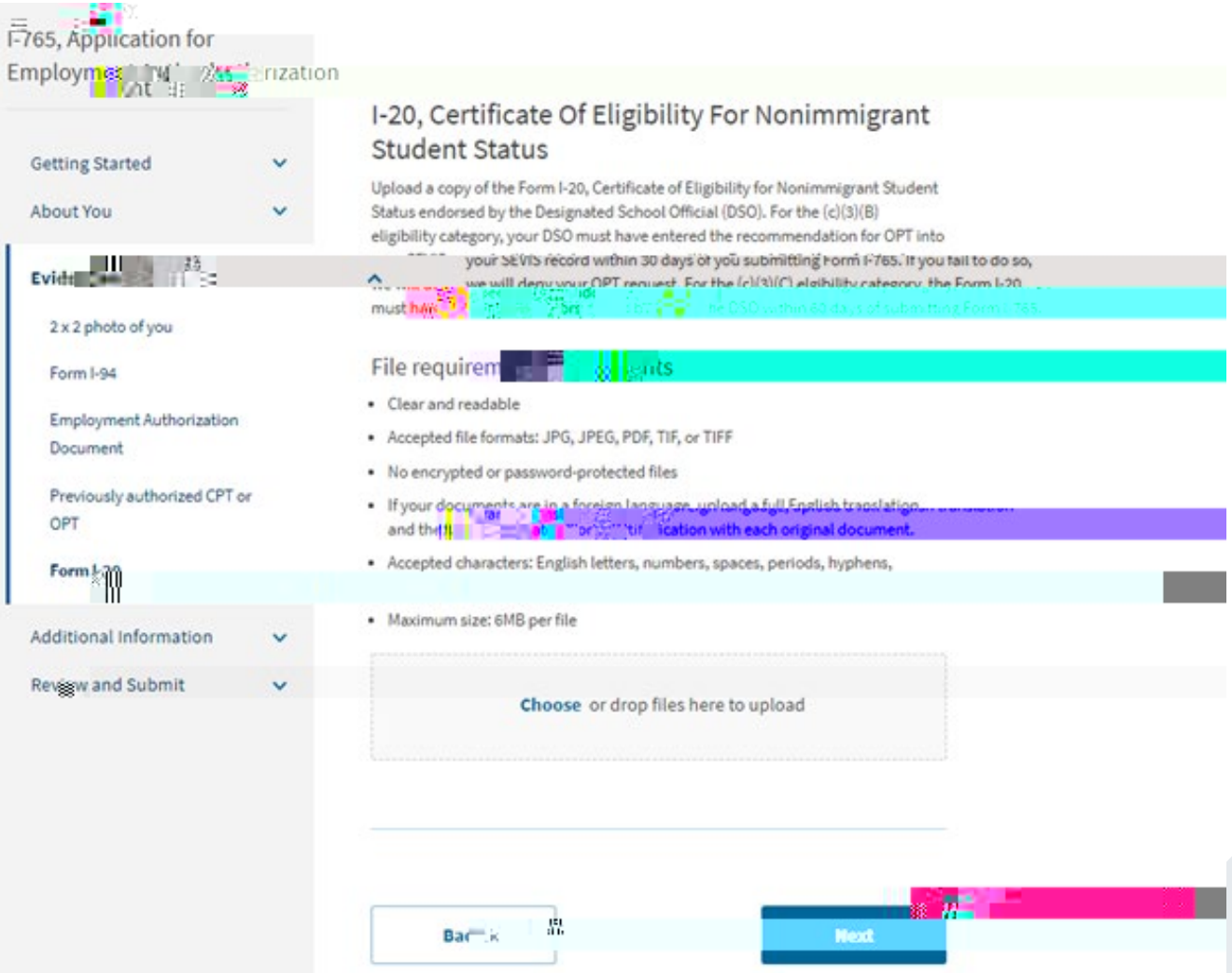


# Other Supporting Documents

Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.



# OPT I-20




Upload your New OPT Request I-20 in this section. Please ensure that the OPT /STEM OPT requested dates are correct on page 2 of the OPT I-20

You CANNOT submit OPT application to USCIS without an OPT I-20 from our office

# Application Submission to USCIS

- Review your entire I -20 but especially OPT information on the second page of the new I -20. Should there be any errors, VISA must be notified immediately.

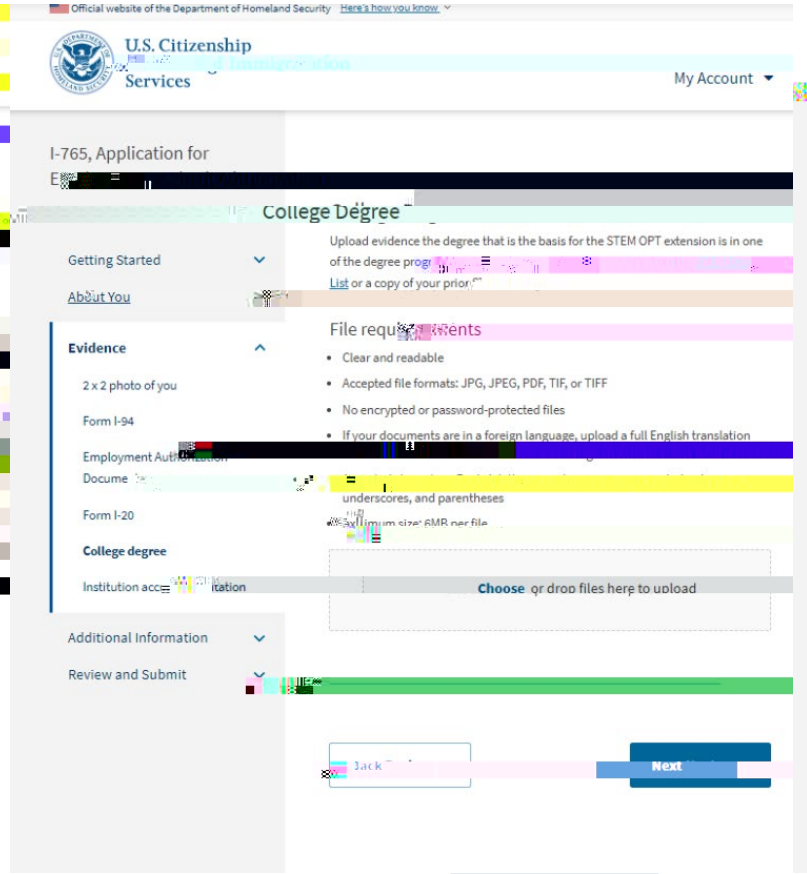
- OPT Endorsement on I-20

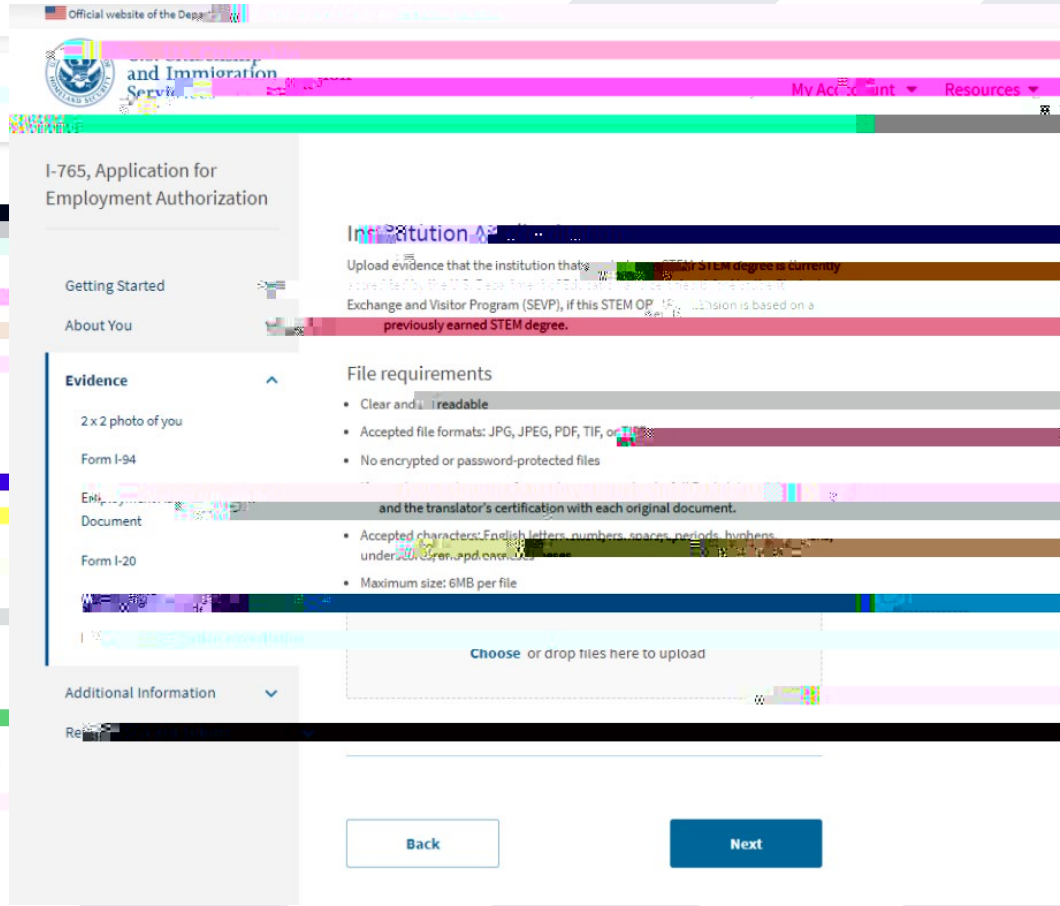
- STEM OPT Endorsement on I-20

- ec 46 >>BDC 1 0 0 rg 18.96 0 0f(m)1.5Q0(m)13-8213-85

# Proof of Enrollment | Proof of Enrollment | Institution Accreditation

Please Skip These Sections if Applying for regular Post-Completion OPT



# Additional Information

You can submit additional