HARVARD
INTERNATIONAL OFFICE

USCIS OPT Application Checklist for e-Filing

This is a checklist of the evidence/documents an F-1 Student applying for OPT is required to **UPLOAD** to via the USCIS I-765 e-File system.

Please note that the e-Filing system guides you through what you must submit and in what order:

I-765, Application for Employment Authorization

- Getting Started ⌄
- About You ⌄
- **Evidence** ⌃
  - 2 x 2 photo of you
  - Form I-94
  - **Employment Authorization Document**
  - Previously authorized CPT or OPT
  - Form I-20
- Additional Information ⌄
- Review and Submit ⌃
  - Review your application

☐ A new 2 x 2 U.S. **passport style photo** taken within the last 30 days.
- Photos must meet these requirements, and cannot be enhanced or retouched.
- It is recommended that your photos be taken professionally (i.e. CVS or Walgreens)

☐ Your most current **I-94 record** (you must be physically in the U.S.);

☐ **OPT I-20 (pages 1 & 2)** with your **ORIGINAL** signature on page 1;

☐ A clear image of your **passport biographical page(s)** uploaded under section *"Employment Authorization Document or Government ID"*

☐ A clear picture of any previous EADs (if applicable);

☐ A clear picture or scan of I-20(s) with any previously authorized CPT or OPT at any degree level;

☐ USCIS I-765 Filing Fee paid via credit card or direct bank withdrawal at *"Review and Submit"* section of e-File system. **DO NOT PAY BEFORE APPLICATION IS FULLY COMPLETED AND REVIEWED**. Payment officially submits the application to USCIS.

NOTE: All application materials must fit USCIS's specified file requirements to ensure successful uploads within the e-File system. Please be sure that all pictures or scans show the required information clearly. You must be physically present in the U.S. to file your OPT application.