How to Assemble Your OPT Application

This is a checklist of the documents each OPT applicant is required to submit to USCIS. For more detailed instructions, please refer to the HIO’s handout “Preparing & Mailing Your OPT Application to USCIS” which was sent to you via email, along with your new OPT recommendation I-20.

As a reminder, you must be physically present in the U.S. to file your OPT application with USCIS. Assemble your final OPT application from top to bottom as suggested below:

- Personal Check or Money Order to U.S. Department of Homeland Security with filing fee;
- 2 recent passport photos (taken within the past 6 months);
- G-1145;
- Form I-765 with your ORIGINAL signature (consult the HIO line by line instructions to complete);
- OPT I-20 with your ORIGINAL signature;
- Copy of most recent I-94 record;
- Copy of U.S. visa stamp in your passport (not applicable to Canadian citizens);
- Copy of passport biographical page(s);
- Copies of all pages of all Forms I-20;
- Copy of any USCIS approval notices (I-797As) from change of status applications (if applicable);
- Copy of any previous EADs (if applicable);
- A letter of explanation if you are missing previous Forms I-20 (if applicable).

**NOTE:** All application materials must be single-sided and unstapled when you send them to USCIS. You may use a paperclip or binder clip to secure your application. All copies can be made in black and white, or in color, so long as the information appears clearly.