

HARVARD

INTERNATIONAL OFFICE



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:

- TOP ↑
- 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);
 - ↓ BOTTOM
 - 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.

The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up to date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS.