



Optional Practical Training (OPT) Checklist

Please have the following documentation completed/ready before scheduling your OPT application appointment. Your OPT application may not be processed if you have not completed all necessary documentation. You may be required to schedule a new application appointment.

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- Application for Optional Practical Training**
Filled out by the student and signed by their academic advisor/ department chair.
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- Form I-765**
Completed by the student either typed (using fillable pdf available at <http://www.uscis.gov/forms>) or filled out by hand neatly, using black ink. This is the document that USCIS will use to determine the spelling of your name.
Please use the [Employment Application Instructions](#) on our website for assistance in completing the I-765.
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- Two immigration regulation color photos**
(Standard passport photos, available at UND International Center, US Post Offices, WalMart, etc.)
- Photos must meet composition requirements on attached photo information sheet
 - Photos must be no more than 30 days old
 - Photos must not have been used previously (the same as those used for a visa or passport)
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- Form I-94**
This is the record of your most recent entry into the United States. You can find it by going to <https://i94.cbp.dhs.gov/i94/#/home> and clicking on "Get Most Recent I-94"
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- Copy of passport**
Photo page only. Must be valid at least six months into the future
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- Copy of F-1 visa**
or, if applicable, Change of Status Approval Notice
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- Form I-765 Filing Fee**
Please see the [USCIS website](#) for the most current I-765 filing fee.
A personal check from a bank in the United States, bank/cashier's check, or money order made payable to **U.S. Department of Homeland Security**
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- Form G-1145 - Notice of Application Petition/Acceptance**
This form allows you to be electronically notified of your application status. It can be found at <https://www.uscis.gov/g-1145>
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- Copies of any previous I-20s showing work authorization** (if applicable)
Students who have had CPT/OPT work authorizations, or other SEVIS IDs, should include copies of these I-20s in their OPT application
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- Last EAD card** (if applicable)
If you have applied for work authorization from USCIS before, you should include a copy of your previous EAD card plus any supporting documentation in your application.
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Once submitted, an International Student Advisor will review all paperwork for completeness and for eligibility. If eligible, OPT will be recommended in SEVIS and you will receive a new I-20 form. Students should then assemble their documents according to the [Mailing Checklist](#) and submit their application to USCIS.