OPT Application Checklist

Listed below is the information you will need to apply for OPT. Please gather this information and contact the International Center to make an appointment to complete the application process.

*Please note that the application process takes about **three months**.

- Copy of passport: information page & photo with expiration date
- Copy of F-1 visa(s), and first and most recent entry stamp in F-1 status. If you have other entries in F-1 status, please include the entry stamps as well.
- Copy of I-94 card ([https://i94.cbp.dhs.gov/I94/#/recent-search](https://i94.cbp.dhs.gov/I94/#/recent-search))
- Copy of pages 1 and 2 of all original I-20's (even ones issued by another institution)
- OPT Departmental Recommendation Form
- Official University Transcript OPT (apply for a transcript through your Self Service student account)
- Check or money order for **$410** payable to U.S. Department of Homeland Security
- Two (2) photographs (see following page for specific requirements). Lightly print in pencil your name and your I-94 Admission number on the back of photos and place in small envelope.
- A letter requesting a "recommendation" for Practical Training to the International Center. The letter should give a brief biography of yourself and your education at the University. Include a short paragraph explaining what type of training or employment you would like to participate in, why that training is necessary and beneficial to you, and how it relates to your degree program.
- Previous Employment Authorization Document (EAD), if applicable

Once the documents are reviewed by the International Center, a new I-20 form recommending OPT to the USCS will be processed. You will then forward your OPT application package to a USCIS Service Center for processing. The approval of an OPT application may take up to five months. You should apply for your OPT at least 90 days in advance of your intended program completion (last day of class). The International Center strongly recommends that you do not leave the US following your program completion until you have been issued your Employment Authorization card and have an employment offer.