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Note: This checklist is intended to serve as general guidance on the OPT application process. Your school may have specific requirements that are not covered on this checklist. You should work with your international advisor at your school regarding OPT or any other benefit associated with your F-1 status.

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Completed</th>
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<tbody>
<tr>
<td>1.</td>
<td>If you believe you are eligible for OPT and would benefit from practical training in your field of study, request recommendation for OPT from your international advisor who is Designated School Official (DSO) at your school. Your DSO has to recommend you for OPT in SEVIS and provide you with updated Form I-20 showing the recommended status. You will submit this Form I-20 with the application for employment authorization.</td>
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| 3.   | Gather all immigration documents and other supporting materials to submit with the application for employment authorization, including the following:  
  - Form I-94 - photocopy of both sides  
  - Valid passport - photocopy of photo page, renew if original has expired, nd p ges showing any changes such as name changes, corrections, etc.  
  - Visa (if applicable) - photocopy of visa page  
  - Photocopies of all Forms I-20 you have been issued  
  - Photocopies of any previous employment authorization documents (EAD)  
  - Two identical photographs (photographs instructions are found on the Form I-765 instructions under Required Document Information)  
  - $340 fee (check or money order payable to the U.S. Department of Homeland Security) | |
| 4.   | Schedule a meeting with your DSO to receive the updated Form I-20 with OPT recommendation and to review your application to ensure you have properly completed the Form I-765 and all of the required supporting documents. | |
| 5.   | Keep photocopy of all application materials. | |
| 6.   | File the Form I-765 and supporting documents listed in item 3 with the appropriate USCIS Service Center (depending on where you live). | |

Important OPT Reminders:
- For pre-completion OPT, you can file the Form I-765 up to 90 days before being enrolled for full-time study. The OPT will not begin until after you have completed full-time study. You can file the Form I-765 up to 120 days prior to the requested OPT start date.
- For post-completion OPT, you can file the Form I-765 up to 90 days before your program end date. You cannot begin until 60 days after your program end date.
- The Form I-765 must be received by USCIS within 30 days of the date you file the OPT recommendation in SEVIS (see page 1 of the printed Form I-20 for the due date).
- If you move and do not provide USCIS with your new address, your EAD will be returned to USCIS. To change your address, submit an online Form AR-11 to USCIS, and ask your DSO to update SEVIS.
- Your OPT employment must be directly related to your field of study and must not begin until you have the EAD card in hand (the start date has arrived).
- F-1 status is dependent upon full-time employment or volunteer service while on post-completion OPT. You cannot accrue more than 90 days of unemployment while on post-completion OPT. If you are close to 90 days, consult with your DSO.
- You will need to continue to update your DSO with address changes and changes in employment while on post-completion OPT.

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