

# Optional Practical Training (OPT) Application Checklist

ISU International Programs Office

When all documents have been collected and all forms completed, call 282-4320 to schedule an OPT Review. You will meet with an IPO advisor and your application will be processed the next day. **Only completed applications will be accepted for processing!**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Submit with this checklist **ALL** of the following applicable documents:

1.  Copy of receipt for the OPT Fee of \$40.00 – You must pay this fee at the Cashier’s Office in the Administration Building and submit a copy of the receipt. You can pay this fee at the cashier’s office or you may call them at 282-2900 to pay by credit card. This is an administrative fee to keep your records up-to-date in the ISU system while on OPT.

2.  Unofficial Transcript – You can print this from the MyISU web portal.

***You will submit to USCIS the following items after your OPT Review***

3.  USCIS Form **I-765** – This can be downloaded from the USCIS website. Go to [www.uscis.gov](http://www.uscis.gov) and click on [Immigration Forms](#). **\*\*\*See directions on reverse side\*\*\***

4.  USCIS Fee of \$340.00—this must be a money order or certified check (**no cash or personal checks**). Make the check or money order payable to **U.S. Department of Homeland Security**. Be sure your name is on the check so the DHS knows who the money is for.

5.  2 Passport Photos. **PLEASE WRITE YOUR I-94 NUMBER ON THE BACK OF EACH PHOTO.**

6.  **COPIES** of all **I-20s previously issued** to you including those from previous schools.

7.  **COPY** of your **new I-20** containing the OPT recommendation. **\*\*This is created at the time of your OPT Review\*\***

**DO NOT MAIL YOUR ORIGINAL I-20s TO USCIS!**

8.  **COPY** of the Picture page, biographical information and expiration date in **PASSPORT**. If you have a new passport and an old passport, please make copies of both the old and new pages.

9.  **COPY** of the current **VISA** page in passport. If you have changed your status since your entry into the U.S., please submit proof of the approval **AND** the visa you used to enter the U.S.

10.  **COPY** of front **AND** back of your **I-94 CARD**.

11.  **COPY** of any previous employment authorization cards, (front and back) if applicable, **including the original form that the card was mailed with.**

## Dates:

- SEVIS requires the exact dates you plan to work for all work authorizations. For OPT, you can request 12 months full-time OPT to be used within 14 months of your graduation date.

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

- Estimated Date of Graduation \_\_\_\_\_

## **Postal Address for mailing the application for F1 students and J2 dependents:**

**USCIS  
Nebraska Service Center  
PO Box 87765  
Lincoln, NE 68501-7765**

**Overnight/Courier Address:  
NSC  
850 S Street  
Lincoln, NE 68508**

# Instructions for Completing Form I-765

## I-765

**Do not forget to check the top choice above question number 1!!!!**

- #3 – We recommend that you use our office address, especially if there is a possibility that you may move while your application is pending. This will ensure that communication from USCIS and your employment card arrive without delay. Write the IPO address EXACTLY as follows:

c/o IPO, 921 S 8<sup>th</sup> Ave STOP 8038  
Pocatello, Idaho 83209-8038

If you decide to use your own address, be sure to **use a reliable mailing address**. **DHS mail cannot be forwarded** and will be sent back to DHS if undeliverable.

- #10 – Alien Registration Number (if you have a current EAD, you have an Alien Registration Number) or the I-94 number found on your I-94 card.
- #12 – Date and Place of last entry is indicated on your I-94.
- #16 – (c) (3) (B) for Post-Completion OPT – (c) (3) (A) for Pre-Completion OPT.
- #17 – Leave this blank. This section is only used for OPT Extensions.
- Include your telephone number.
- Make sure you *sign and date* the document.