**OPT ONLINE APPLICATION CHECKLIST**

**Please read the instructions below and follow them carefully:**

1. **PREPARE/GATHER the following items and save them in a place you can easily access when it is time to upload them online.**

* A passport-size color photo (2” X 2”).
* Passport ID page.
* Latest I-94 printout\*

*\*You must go to the electronic I-94 web site at* [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/I94/#/home) *to print out your most recent I-94 Admission Record*.

* All CPT I-20’s that were issued to you from the Career Center.
* OPT I-20 once you have received it.
* *Optional* but not required – F-1 VISA ID Page.

**\*Please review and read carefully the Online OPT Application Guide attached in the email sent to you.**

1. Email us a PDF of your online I-765 for review. We will then review the I-765 then issue the OPT I-20 to upload before you can submit your application process.

Do not submit without getting this I-20 first or your application will be denied.

**Benefits of Applying Online for OPT:**

* Immediate filing of OPT application with USCIS and issuance of I-797 receipt notice
* Direct access to USCIS notices including, but not limited to, receipt notice, Requests for Evidence, approval notice, etc.
* Ability to communicate with USCIS through a secure inbox.
* Option to provide additional unsolicited evidence/updates to your application if necessary.
* Minimizes risk of rejection of the application by vetting common reasons for rejection such as applicant’s signature and proper fee payment.
* Ability to pay application fee through your bank account (ACH), debit, or credit card.
* The fee for applying is $450 for OPT.