

**Optional Checklist for Form I-765 (c)(3)(B) Filings
F-1 Students Seeking Optional Practical Training (OPT)
in an Occupation Directly Related to Studies:
Post-Completion Optional Practical Training**



Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form M-1163
Checklist

This is an optional checklist to help you complete **Form I-765, Application for Employment Authorization**.

Do not submit this checklist to USCIS.

NOTE: This optional checklist does not replace or change statutory or regulatory requirements. We recommend that you review these requirements, as well as the appropriate form instructions, before completing and submitting **Form I-765**. Do not send original documents unless specifically requested in the form instructions. See www.uscis.gov/I-765 for the most recent version of **Form I-765** and its instructions.

Form Checklist

- ☐ Did you complete all sections of the form that apply to you? (See **How To Fill Out Form I-765** in the **General Instructions** section on **Page 7** of the [Form I-765 Instructions](#).)
- ☐ Did you sign and date the form? (See the **General Instructions** section on **Page 7** of the [Form I-765 Instructions](#).)
- ☐ Did you submit the correct fee, if applicable? (See the **What Is the Filing Fee** section on **Page 9** of the [Form I-765 Instructions](#).)
- ☐ Did you provide your current U.S. mailing address? Do not type or print the address of your attorney or accredited representative. (See the **Address Change** section on **Page 10** of the [Form I-765 Instructions](#).)

Filing Checklist

Did you provide the following?

- ☐ Completed [Form G-28](#) (only if you are represented by an attorney or an accredited representative).

NOTE: If you want your Employment Authorization Document (EAD) mailed to your attorney or accredited representative, please select the appropriate box on **Form G-28**. (See **Part 4., Items 1. - 2.b.**, in the **Specific Instructions** section on **Page 3** of the [Form G-28 Instructions](#).)

- ☐ Certificate of Eligibility of Nonimmigrant (F-1) Student Status (**Form I-20 A-B/I-20 ID**) endorsed by a designated school official (DSO). You must file your **Form I-765** within 30 days of the DSO's recommendation for OPT. (See **Item 3.** in the **Who May File Form I-765** section on **Page 2** of the [Form I-765 Instructions](#).)
- ☐ Evidence of program completion. For example, a copy of your diploma or transcripts. (See **Item 3.** in the **Who May File Form I-765** section on **Page 2** of the [Form I-765 Instructions](#).)
- ☐ Certified English translations of any non-English documents. (See the **Translations** paragraph in the **General Instructions** section on **Page 7** of the [Form I-765 Instructions](#).)

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- ☐ Proof of identity. (See **Item 2.B.** in the **Required Documentation** section on **Page 8** of the [Form I-765 Instructions](#).)
 - ☐ Photographs. (See **Item 2.C.** in the **Required Documentation** section on **Page 8** of the [Form I-765 Instructions](#).)

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