



OPT Application Checklist

- Form G-1145 (<http://www.uscis.gov/files/form/g-1145.pdf>) (*Typed and printed*)
- Form I-765 Application for Employment Authorization. (<http://www.uscis.gov/files/form/i-765.pdf>) (*Typed, printed, and signed in blue ink on Page 4*)
 - Refer to Page 2 of this Checklist and the Guide to Completing I-765 Presentation on the OPT Online Preparation Course on Blackboard
- Copies of Page 1 and travel signature pages of ALL I-20s that have been issued to you (Include all University of New Haven I-20s (CPT, other degree levels, etc.) and all I-20s from previous institutions, if applicable*. Put in order of most recent to past I-20s.
 - Make sure all previous I-20s are signed.
- Printed electronic I-94 (<https://i94.cbp.dhs.gov>)
- Color copy of your most recent U.S. F-1 visa
- Color copy of passport biographical page
- Previously issued Employment Authorization Documents (EAD cards, (if you used OPT before)
- 2 standard (2" x 2") passport-sized, color photos.
 - Two recent (no older than 3 months) photographs on thin, glossy paper per [passport photo instructions](#). Write your full legal name as it appears on your passport, SEVIS number, and I-94 number in pencil on the back of the photos. Do not cut to size or staple yourself; have it cut professionally.
 - Photographs submitted for use on an EAD card must not have been taken more than 30 days prior to the submission of the I-765 application and not have been previously used.
- Check or money order for \$410 United States Dollars (USD) made payable to U.S. Department of Homeland Security

The [Form I-765](#) is the application form for OPT. **Please print this form single sided.**

You should read the [USCIS I-765 Instructions](#) in addition to our tips below. If you are uncertain about any question on this form, simply leave it blank and you can discuss it with an ISO advisor.

- Check the first box: Initial permission to accept employment.
- Part 2: Question 5: Your U.S. Mailing Address: Make certain that the address you put will be valid for the next 5 months as this is where your receipt and approval notice, and EAD will be sent. Mail from USCIS will not be forwarded by the U.S. Postal Service. If you have any doubt where your mail will be delivered after graduation, we suggest you use the address of a friend or family member in the U.S.
- Part 2: Question 27: Eligibility codes:
 - Post-Completion: (c) (3) (B)
- Part 2: Questions 28 - 31b: Leave blank
- Part 3: Question 7a: Applicant's Signature: **Sign in blue ink** and make sure your signature does not touch any text or lines.
- Part 4: Leave this entire section blank if an interpreter did NOT help you complete this form.
- Part 5: Leave this entire section blank if someone did NOT prepare this form on your behalf.
- Part 6: Use this section to note any of the following if applicable:
 - Indicate if you have had **different SEVIS numbers** (records) than your current one. Indicate the dates of those records. **(Citation to include: Page 3 Part 2 Item Number 27)**
 - Indicate if you have **previously been authorized OPT(s)**. Be sure to include the receipt number (the number that starts with EAC, PSC, WAC, LIN, etc.), start and end dates of OPT, and academic level (Bachelor's, Master's, Doctorate) at which each OPT was authorized. **(Citation to include: Page 3 Part 2 Item Number 27)**
 - Indicate if you have **previously been authorized CPT(s)**. Be sure to include the start and end dates of CPT, and academic level (Bachelor's, Master's, Doctorate) at which each CPT was authorized. **(Citation to include: Page 3 Part 2 Item Number 27)**
 - Indicate if you are a **citizen of three or more countries**. Be sure to include copies of those passports. **(Citation to include: Page 2 Part 2 Item Number 18)**
- **Print single sided and include ALL seven (7) pages of the I-765 even if they are blank.**