# WALSH

OPT CHECKLIST:

**Deadline for OPT (Optional Practical Training) – Apply 90 days before the Program End Date or within 60 days after.**

**Types of OPT:**

Post Completion C.3.B. – you can apply for post-completion OPT after completing your studies. If you are approved for post-completion OPT you can work full time, or part time (20 hours a week). If you participated in pre-completion OPT, USCIS will deduct that amount of time from your post completion OPT period.

Pre Completion C.3.A You may participate in pre-completion OPT after you have been enrolled on a full time basis for a full academic year at a college or any other higher education institution, certified by ICE (Immigration and Customs Enforcement, SEVP (Student Exchange Visitor Program). (www.USCIS.gov/opt)

**Required documents to complete OPT application:**

☐ **Completed Form I-765: https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf**

☐ **Two passport photos (**Photos must take the following format: color photos with a white background. Photos should be unmounted, printed on thin paper, glossy and unretouched. The photos should be passport-style and underline recently taken (within the last month).

☐ **Copy of a Passport ID page, Visa (Passport must be valid for 6 months or more)**

☐ **Print out of Form I-94;** https://i94.cbp.dhs.gov/I94/#/home

☐ **Form I-20 (Student) Copies;** you need copies of all previous I-20, especially ones with all OPT or CPT requests.

☐ **Copy of New I20 issued with OPT request (**You will then need to mail or file your OPT packet **within 30 days** of OPT I-20 being produced.

☐ **Check or money order for $410.00 (made payable to U.S. Department of Homeland Security);**

☐ **G-115 Notification of Application/Petition acceptance (USCIS sends to students) https://www.uscis.gov/sites/default/files/document/forms/g-1145.pdf**

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**College Documents:**

☐ **Academic Advising letter (serves as a cover letter) indicating completion date of a degree**
☐ **Unofficial University transcript (optional); encouraged for STEM OPT application**
☐ **Current Semester schedule**

**List of other documents if applicable:**

☐ **Copies of previous EAD Cards (Employment Authorization Document)**

☐ **Copy of a Social Security Card**

**Please keep in mind, OPT is never guaranteed, it is up to USCIS to grant permission for OPT.**

**Walsh College DSO is here to assist you with the process and review documents before submitting your application. Application can be submitted via mail:**

USCIS
P.O. Box 21281
Phoenix, AZ 85036

**You can also submit your application electronically, detailed information on how to filed electronically can be found here: https://www.uscis.gov/news/news-releases/f-1-students-seeking-optional-practical-training-can-now-file-form-i-765-online**