# Online Post-Completion OPT Application Checklist

The following documents and files must be completed and assembled for the online OPT application. **All paper documents must be brought to the OPT application appointment and all digital files must be readily available on a thumb drive or saved to the student's UCA email. Digital files must be in either PDF or JPG format.**

❏ **Form I-765 Application for Employment** You will not be uploading the I-765; you will be filling it in online during the appointment. However, most of the information on this form must be entered in the online application. We suggest that you at least fill out the I-765 by hand so you have the information readily available to enter online. Here is the link to the form: https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf.

❏ **USCIS Account** Set up a USCIS account **before** you come for your OPT application processing appointment. Do this at USCIS.gov Use your personal email address to set up your account.

❏ **Digital Copy of EAD - If you have previously submitted an I-765 application**, include a scan for the front and back of any Employment Authorization Document ("work authorization" card EAD) from OPT or off-campus extreme economic hardship employment. Include any paperwork related to an OPT application denial.

❏ **Digital passport size photo** – take a picture of yourself (shoulders and head) against a white or off-white background. Save as JPG. **Use the U.S. Department of State cropping tool to correctly size your picture. OR** you can have one of our staff take your picture when you come for your appointment. You do not have to have a commercial store make the digital picture. **An example of the correct type/size photo and picture dimensions is included in the application packet. Do not take a picture of a picture, do not change the background, do not wear a wig or glasses.**

❏ **Digital copies of**: (1) biographical page of your **passport** and any other pages showing extension of expiration date; (2) most recent **I-94 arrival record**

❏ **Digital copies of:** all I-20s showing CPT authorization; scan in one PDF, not separately. Also, I-20 showing approved previous OPT in separate PDF.

❏ **Digital copy of NEW I-20 -** via email, give one of the DSOs listed below the date you would like to start your OPT. Any date (avoid holidays) in the 60 day period following the I-20 program end date. The DSO will prepare a new I-20 and email it to you. You must print out the new I-20, sign and date it. Then scan and upload it as a PDF to submit with your application.

❏ **Credit or Debit Card** - fee $410. **AFTER APRIL 1 THE FEE WILL BE $470.**

**PAPER FORMS -** Bring all of these completed forms to the application processing appointment:

● **Verification of Expected Degree Completion form** signed by your academic advisor
● **Statement of Understanding form** signed/dated by student – **READ before signing!!**
● **Authorization to Open First-Class Mail form** signed/dated by student

**Last Step - Make an OPT appointment with a DSO.** Complete **ALL** steps above. Make an appointment with Pamela Woodard George or Sarah Habtemariam using Navigate. Bring all documents/digital files (on thumb drive or in your UCA email) to the appointment at the Global Learning & Engagement office (Zoom meetings can be arranged if necessary). Bring your cell phone with you. Staff will guide you through the online application.

4/5/24 PWG