

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.**

- ☐ 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 for OPT fee- 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.