Optional Practical Training Application Materials

You should upload the following items to the online application for Pre-Completion (c)(3)(A) or Post-Completion (c)(3)(B) Optional Practical Training (OPT):

- **Form I-765, Application for Employment Authorization** – Filing your Form I-765 via the online application with U.S. Citizenship and Immigration Services (USCIS) is recommended. You can find the online application and additional instructions on the USCIS website at **uscis.gov/i-765**.
- **Form I-94** – A printout of your electronic I-94 record. Some students might also have a paper version of the I-94 record and should also include copies of that. To access the I-94 record, visit **cbp.gov/i94**.
- **Valid Passport** – Copy of biographic photo page, renewal page if the original has expired and pages showing amendments such as name changes, corrections, etc. Your passport should be valid at least six months into the future.
- **OPT Endorsed Form I-20** – You must include the I-20 from the Office of International Affairs that was issued to you specifically for requesting OPT, or else the I-765 application will be denied. To request the OPT endorsed I-20 from the Office of International Affairs, please complete the corresponding application form [(c)(3)(B) Post-Completion or (c)(3)(A) for Pre-Completion] from **our website**. In your I-765 application, include a copy of pages 1 and 2 of the OPT endorsed I-20. The I-20 should be hand-signed by the student on page 1 before making the copy.
- **Previously Issued Curricular Practical Training (CPT) or OPT Endorsed Form I-20s** – USCIS requires students to include any previously issued I-20s endorsed for CPT at the current degree level or OPT at any degree level. Only include pages 1 and 2 of the I-20 – or pages 1 and 3 for I-20s issued prior to March 2016 – and make sure that you hand-sign the I-20 on page 1 before making the copy. You do not need to include all other previously issued I-20s.
- **Passport-Style Photo(s)** – Photograph instructions are on the Form I-765 instructions under "Required Documentation." The online application only requires one color passport-style photograph of yourself taken recently. Stores such as CVS, Walgreens, FedEx or UPS advertising "Passport Photos" are typically able to issue the required photographs. You can also use the Department of State's **photo composition tool** to format digital photos.
- **Previously Issued Employment Authorization Documents (EAD)** – Copies of any prior EAD, if applicable.
- **Filing Fee for Form I-765 ($470)** –For online applications, you will provide your credit card or U.S. bank account information at the end of the application. Once you submit your payment, the application will be submitted, and no further changes can be made.

Considering a paper filing?
The online application with USCIS is the recommended option for filing. If you prefer paper filing, you should **meet with an immigration coordinator** to review the additional requirements for paper filing, which will affect payment methods and delivery options, and you may need additional forms for successful submission.