

## CHECK LIST FOR initial OPT APPLICATION

- I-765 Employment authorization form. The I-765 Employment Authorization form may be found on the USCIS website at [www.uscis.gov](http://www.uscis.gov). The form should be signed in blue ink.
- Complete the G-1145 e-notification of application/petition acceptance form. This form is also found on USCIS.gov with I-765 form. This form should be placed on top of your application.
- \$410 check or money order made payable to US Department of Homeland Security
- Two identical passport style photos on a white background. Must be 2" X 2" in size. Photos can be obtained at CVS at Marshall Street mall.
- Copy of latest I-20 form with OPT request. (You will get this form when meeting with Jennifer Abbott)
- Copies of prior I-20 forms from Upstate or any other US schools attended
- Copy of I-94 card or (both front and back of I-94 card or copy of electronic auto retrieved I-94 info [Link to I94 auto retrieval](#))
- Copy of bio page of passport
- Copy of visa or visa stamp
- Copy of any previous Employment Authorization Cards both sides, if you have engaged in OPT previously at another education level.
- Personal email address and phone number to where you may be reached while you are on OPT
- Make an appointment to meet with your Primary Designated SEVIS School Official Jennifer Abbott, International Student Advisor to discuss OPT and to complete the OPT application and SEVIS OPT request. Bring the items on your checklist to the meeting. Plan for the meeting to take at least 30 minutes to an hour.
- Determine the start date of your OPT