

OPTIONAL PRACTICAL TRAINING REQUIRED DOCUMENT CHECKLIST

The following items should be included in the application packet for Post-Completion (c)(3)(B) Optional Practical Training.

- **Form G-1145, E-Notification of Application/Petition Acceptance** – This form is optional. If it is going to be included in the application, put it on top of the first page of your application materials. This form can be found at uscis.gov/forms.
- **Form I-765, Application for Employment Authorization** – This form can be found at uscis.gov/forms.
- **Form I-94** – A print out of your electronic I-94 card form (some students might also have a paper I-94 card and should include copies of that, as well). To access the I-94 go to cbp.gov/I94.
- **Copy of Most Recent Admission Stamp** – This stamp is found in your passport indicating the date you entered the country. The stamp will be marked F-1 D/S.
- **Valid Passport** – Copy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
- **F-1 student Visa** – Copy of current F-1 student visa from your passport.
- **OPT Endorsed Form I-20** – Please make an appointment with your International student advisor to receive your Post-Completion OPT endorsed form I-20.
- **Form I-20s** – We recommend that student include *copies* of all previous Form I-20s that have been issued. USCIS requires students to include any I-20s endorsed for Curricular Practical Training at your current degree level. Only include pages 1 and 2 of the I-20 (for I-20s issued prior to March 2016 this will be pages 1 and 3).
- **Two Identical Photographs** – Photograph instructions are on the Form I-765 instructions under Required Documentation. Photographs must not have been taken more than 30 days prior to the submission of your application. Stores advertising “Passport Photos” are typically able to issue the required photographs. Write your last name and I-94 number lightly in pencil on the back of each photo.
- **Previously Issued EADs** – Photocopies of any previous employment authorization documents (EAD), if applicable.
- **Filing Fee** – Please visit uscis.gov/forms for the current filing fee amount. Check or money order payable to the U.S. Department of Homeland Security (highly recommended). To pay by credit card (Visa, MasterCard, American Express, or Discover), applicants will need to submit the Form G-1450, which can be found at uscis.gov/forms. Please be sure to use a secured form of payment if choosing this option.