Optional Practical Training (OPT) Application Checklist

When all documents have been collected and all forms completed, call 208-282-4320 to schedule an OPT Review. You will meet with an IPO advisor and your application will be processed the next day. **Only completed applications will be accepted for processing!**

Student Name: _____ **Student ID:** _____ **Date:** _____

Please bring <u>ALL</u> of the following applicable documents to your OPT Review:

1. ☐ Copy of receipt for the OPT Fee of $60.00 – You must pay this fee at the Cashier's Office in the Administration Building and submit a copy of the receipt. This is an administrative fee to keep your SEVIS record up-to-date while on OPT.

2. ☐ Unofficial Transcript **–** You can print this from BengalWeb.

You will submit to USCIS the following items after your OPT Review

3. ☐ USCIS Form **I-765** – This can be downloaded from the USCIS website. Go to www.uscis.gov and click on Immigration Forms. ***See directions on reverse side***

4. ☐ USCIS Fee of $410.00—this must be a money order or certified check (**no cash or personal checks**). Make the check or money order payable to **U.S. Department of Homeland Security**. Be sure your name is on the check so the DHS knows who the money is for.

5. ☐ 2 Passport Photos. **PLEASE WRITE YOUR I-94 NUMBER ON THE BACK OF EACH PHOTO.**

6. ☐ **COPIES** of all **I-20s previously issued** to you including those from previous schools.

7. ☐ **COPY** of your **new I-20** containing the OPT recommendation. ****This is created at the time of your OPT Review****

DO NOT MAIL YOUR ORIGINAL I-20s TO USCIS!

8. ☐ **COPY** of the Picture page, biographical information and expiration date in **PASSPORT**. If you have a new passport and an old passport, please make copies of both the old and new pages.

9. ☐ **COPY** of the current **VISA** page in passport. If you have changed your status since your entry into the U.S., please submit proof of the approval AND the visa you used to enter the U.S.

10. ☐ **COPY** of front AND back of your **I-94 CARD**.

11. ☐ **COPY** of any previous employment authorization cards, (front and back) if applicable, **<u>including the original form that the card was mailed with</u>**.

Dates:

SEVIS requires the exact dates you plan to work for all work authorizations. For OPT, you can request 12 months full-time OPT to be used within 14 months of your graduation date.

Begin Date: _____ End Date: _____

Estimated Date of Graduation _____

Address for mailing the application:

Overnight/Courier Address:

Postal Mail Address:
USCIS
PO Box 805373
Chicago, IL 60680

USCIS
Attn: I-765 C03
131 South Dearborn – 3rd Floor
Chicago, IL 60603-5517

Idaho State University
International Programs Office
921 S. 8th Avenue, Mail Stop 8038
Pocatello ID, 83201

Instructions for Completing Form I-765

I-765

Do not forget to check the top choice above question number 1!!!!!

- **#1 –** Be sure to write your family name first IN CAPS and then your given name(s) NOT IN CAPS.

- **#5.a –** We recommend that you use our office address, especially if there is a possibility that you may move while your application is pending. This will ensure that communication from USCIS and your employment card arrive without delay. Write the IPO address EXACTLY as follows:

    IPO, 921 S 8th Ave STOP 8038
    Pocatello, Idaho 83209-8038

    If you decide to use your own address, be sure to **use a reliable mailing address**. **DHS mail cannot be forwarded** and will be sent back to DHS if undeliverable.

- **#8 –** Alien Registration Number (if you have a current EAD, you have an Alien Registration Number) or the I-94 number found on your I-94 card.

- **#22,#23 –** Date and Place of last entry is indicated on your I-94.

- **#27 –** (c) (3) (B) for Post-Completion OPT – (c) (3) (A) for Pre-Completion OPT.

- **#28 –** Leave this blank. This section is only used for OPT Extensions.

- Include your telephone number.

- Make sure you *sign and date* the document. Part 3 # 7.a and # 7.b