



Optional Practical Training (OPT) Application Packet Checklist

Each of the documents below must be included in the application packet that you will mail to USCIS for processing. You will include all of these items **in the order listed**. Complete instructions for submitting your packet to USCIS are shared with you in the notification that your OPT I-20 is ready for pickup.

- **\$410 bank check, money order, or personal check**
 - Checks must be drawn on bank in US and payable in US currency.
 - Make payable to US Department of Homeland Security. Do not abbreviate “USDHS” or “DHS”.
- **Two recent 2x2 passport-style photos, with your name and I-94 number written on the back**

USCIS instructions: “You must submit two identical color passport-style photographs of yourself taken recently. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The two identical passport-style photos must be 2 by 2 inches. The photos must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1-1/8 to 1-3/8 inches from the top of your eyes to the bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name and [I-94 number] on the back of the photo.”
- **Form I-765 Application for Employment Authorization**
 - Download the Form I-765 from the [USCIS website](#). Be sure that you are using the most recent version available on the USCIS page, as using an old version will likely result in a rejection of your OPT application.
 - **You will complete the I-765 in Step 3 of our OPT application instructions.**
- **Your “OPT Requested” I-20**
 - **This I-20 will be issued to you once ISSS receives and approves your OPT request.**
 - Make certain that this I-20 is signed and dated.
- **Pages of ALL previously issued I-20s (Drexel and any other institutions).**
 - Make certain all I-20s have been signed and dated.
 - USCIS requires copies of all I-20s issued. OPT requests may be delayed or denied if previous copies aren’t included. If you are missing I-20s that were issued to you by Drexel or a previous institution, you should write a letter stating that you no longer have those I-20s in your possession and include the details of any CPT/OPT listed on the missing I-20s. You can [download our sample letter](#) and modify it to address your situation. Include one letter for each missing I-20.
- **Photocopy of the most recent passport biographical page, valid for at least 6 months into the future.**
 - If your passport will expire within 6 months, you must submit a renewal application and provide a photocopy of the renewal receipt.
- **F-1 visa sticker in passport or I-797 Approval Notice from USCIS (if you changed your status to F-1 in the US)**
 - Citizens of Canada or Bermuda are exempt from this requirement.
- **Your most recent I-94 printed from <https://i94.cbp.dhs.gov/>**
 - Do not use an old copy; print a new one.
- **Photocopy of previous Employment Authorization Documents (EAD) (if applicable)**
 - If previously engaged in OPT, include photocopies of previous EAD card(s) - front & back to submit with your OPT application. If you no longer have the card(s), submit a letter stating that you no longer have it.
- **[Form G-1145 \(optional\)](#) E-Notification of Application/Petition Acceptance**
 - You will receive an e-mail or text message informing you that USCIS received the application.