



## **OPT Application Check List**

**STEP 1:** Go to OPT workshop and read ALL information on I-Center website.

**STEP 2:** Prepare and submit required documents to the I-Center

1. OPT Cover Page
2. Complete OPT Questionnaire
3. Complete [Form I-765](#)
4. Copy of I-94 information, found [here](#).
5. Guidelines for Academic Advisors (graduate students only)
6. Employment Offer Letter (if applicable)

**STEP 3:** Mail the following documents to USCIS lockbox:

1. Copy of OPT recommendation Form I-20 (signed by you)
2. Completed and signed Form I-765
3. Copies of ALL Form I-20s that have ever been issued to you, by Tufts and/or previous institutions (**do not send originals**)
4. Copy of most recent I-94 card
5. Copy of your most recent F-1 visa stamp
6. Copy of your passport identification page
7. \$410 filing fee
8. Two recent passport size photos
9. Form G-1145

**STEP 4:** For your best interest, scan or photocopy your entire OPT application before sending to USCIS; this will ensure you have record of what you sent.

**STEP 5:** Use mailing instructions indicated on the cover letter you receive from your advisor once your paperwork has been reviewed by your international student advisor.

1. Your application must be received by USCIS within 30 days of the date the Form I-20 was issued and signed by your advisor.

**STEP 6:** [Report Employment](#) to International Center once you have received a job.

**\*Please Note:** Your SEVIS record will automatically terminate after 90-days of consecutive unemployment.