

### **OPT Application Check List**

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

**STEP 2:** Confirm completion and/or graduation date with your Academic Dean/Advisor or Registrar.

**STEP 3:** Prepare and gather application materials for application

1. Complete [Form I-765](#).
  - a. Refer to this [Tip Sheet](#) for completing the I-765.
2. Copy of I-94 information, found [here](#).
3. Employment Offer Information (Optional)
  - a. You may report your employment information if you have a job offer at the time of application
  - b. A job offer is not required to apply for OPT

**STEP 4:** Complete [Online](#) OPT Application

- Pick up your OPT Recommendation I-20 upon receiving approval email from International Center
- Fletcher Students make appointment with your advisor, Reiko Ohmura, to finalize submission of application and collect new OPT I-20.

**STEP 5:** Prepare your OPT Packet for Mailing

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

**STEP 6:** Use mailing instructions indicated by the International Center mail your packet to USCIS as soon as possible.

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