

OPT APPLICATION CHECKLIST

PLEASE CHECK TO MAKE SURE YOU GATHER ALL MATERIALS LISTED BELOW PRIOR TO YOUR APPOINTMENT:

1. Fill out an original I-765 (Make sure form is the most up-to-date from the USCIS website) . Access this form from: www.uscis.gov/forms

Download and Open with Adobe Acrobat; TYPE AND PRINT FORM I-765

- Part 1. Check: 1.a. Initial **permission to accept employment**
- Part 2. Your U.S. Mailing Address:
 - 5.a. – In Care of Name (if any) – MSU Texas – Global Education
 - 5.b. - **3410 Taft Blvd**
 - 5.c. – check off “Ste” and enter: **BH 107**
 - **5.d. Wichita Falls** **5.e. TX** **5.f. 76308**
 - **6. check “No”**; **provide your physical address in 7.a. – 7.d.**
- 27. Eligibility Category: **(c) (3) (b)**
- Certification: Don’t forget to provide your signature

2. Filing fee: **\$ 410 USD** (subject to change, check USCIS website) **NO CASH**

- If using a U.S. based check or money order, make out to:
"U.S. Department of Homeland Security"
- Credit Card: Download and fill out the G-1450 from USCIS website

3. 2-Photos (passport style, 2 x 2, color, forward facing, white background, less than 30 days old) with your name and SEVIS ID written on the back. Try not to smear.

If you want to take your own and print; follow the guidelines here:

<https://travel.state.gov/content/passports/en/passports/photos.html>

Use photo tool to crop image (Suggested browser to use is: Firefox)

4. Copies of all previous I-20s from current education level.

5. Copy of passport (must include picture, name, and expiration date)

6. Copy of F-1 visa

7. Copy of most recent I-94 (electronic or card). Print web version from www.cbp.gov/i94.

8. Form G-1145 – Type and print information (can also be accessed from www.uscis.gov/forms)

DURING OPT APPOINTMENT

- Review of your application materials including the OPT Waiver Form (university form, not to be sent to USCIS)
- **An I-20 with OPT recommendation will be generated at appointment**
Student signature on page 1 & DSO signature on pages 1 & 2
Check page 2 for accuracy. (OPT recommended start date & end date)
- Complete OPT Applications will be sent to a USCIS Service Center. You will be responsible for paying for shipping and sending off your package to USCIS the same-day as your OPT appointment. Failure for your OPT application to be received by USCIS within 30 days of the I-20 generating OPT recommendation will result in denial of your OPT benefit request, which may have other negative consequences to your F-1 status.