OPT APPLICATION ASSEMBLY INSTRUCTIONS

Section I: Original Documents
Please prepare the following original documents.

$380 Application Fee

Personal check or money order made out to U.S. Department of Homeland Security for $380. Write your SEVIS ID # on the front of your check in the memo section. Do not write on the back of the check.

Two Photographs (see Photo Specification Handout)

Lightly write your name and SEVIS ID # on the back of each photo.

Form I-765 – Completed and Signed

Please see F-1: Optional Practical Training Application Instructions: Step One and Sample I-765 handouts.

OPT Acknowledgement Form (for internal purpose only)

Form G-1145 – Completed

Class Dean Recommendation Form

Continued on next page
Section II: Copies
Please make copies of the below documents. Place the documents in the order indicated by the numbers.

**Copy of ALL Form I-20s (pages 1 & 3)**

Include all Form I-20s including forms from previous U.S. schools. Place in reverse chronological order with most recent Form I-20 on top. Staple pages of each individual Form I-20 together.

**Copy of your F-1 Visa**

Applicable to all unless you are Canadian, or have had a change of status approved.

**Copy of your passport photo page**

Include a copy of your passport expiration page if different from your passport photo page.

**Copy of Automated Form I-94**

A printout of your Form I-94 can be obtained at [www.cbp.gov/I94](http://www.cbp.gov/I94)

**Photocopies of all previously issued EACs (if applicable)**