

## Preparing your OPT Application

The most up-to-date information on the application process can be found on the USCIS website. *Please note: UNA OIA is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of the immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. OIA will do its best to connect you to the most current guidance, but each case is unique and fact-specific. It is advised that you contact an experienced immigration attorney if you have questions regarding your situation. The student bears the ultimate responsibility to submit a complete and accurate application.*

### Steps:

1. Create an online account on [www.uscis.gov](http://www.uscis.gov).
2. Begin your I-765 application.
3. Collect your evidence (see list below).
4. Complete as much as possible but DO NOT SUBMIT.
5. Download a draft of your I-765.
6. Upload the draft to the assignment in the OPT course in Canvas.
7. Sarah Stevens will respond and then you will make an in-person appointment.
8. Come to your appointment with everything listed below, except 11.
9. At appointment, discuss dates and receive I-20 with OPT recommendation.
10. Return to your online application and upload I-20 with OPT recommendation.
11. Proofread, pay and submit.

### Everyone needs:

1	Scan of passport
2	Scan of I-94, most recent
3	Digital file of passport-style photograph (must be 2"x2" in the US-style, pay attention to measurements)
4	Credit card to pay the fee (\$410 USD)
5	New I-20 with OPT <u>recommendation</u> (You will get this at your in-person appointment.)

### Some students may need (only if these apply to you):

6	social security number (type entry, no scan required)
7	Scan of any previous I-20s showing a different SEVIS ID from your current number
8	Scan of any previous I-20s showing previous CPT authorization(s)
9	Scan of any previous I-20s showing previous OPT authorization(s)
10	Scan of previous or current EAD cards, photocopy

Now that your application is ready, it is important to **get it submitted as soon as possible**. The application must be received by USCIS within 30 days on the date of my recommendation. The clock is ticking!