

## ISSS OPT Application Packet Checklist

### Please include the following items in your OPT application packet:

- Completed Form I-765 (original)** <http://www.uscis.gov/i-765>
- \$410 Check\* or Money Order\* payable to “U. S. Department of Homeland Security”**  
Please write “for OPT” on the memo line and your name and SEVIS ID# on the top of the check.
- 2 U.S. Passport-Style Photos.** Photos must be placed in a small envelope. Please write your Name and date of birth along the back edge of the photos and on the envelope.
- Photocopy of your BSU SEVIS I-20 showing OPT dates on Page 2** (You will receive this photocopy at STEP 2.)
- Copy of your most recent I-94 Departure Record** <https://i94.cbp.dhs.gov/I94/#/recent-search>
- Photocopy of your Passport Pages** showing your Name, Photograph, Passport number, Date of Birth, Passport Expiration and/or Renewal dates. (No additional pages required).
- Completed form G-1145 (optional)** <http://www.uscis.gov/g-1145>
- Photocopy of all previously issued I-20s.**
- Photocopy of any previously issued EAD** (Employment Authorization Document).  
Examples: OPT for past degrees, Special Student Relief EAD, Economic Hardship EAD.

### PLEASE NOTE:

USCIS must receive the OPT application preferably 90 days prior to the student’s graduation date or no later than 60 days after the graduation date. However, the OPT application must be submitted to and received by USCIS within 30 days of the date on which the Designated School Official issues a new I-20 recommending OPT.

\* The student will submit the completed application packet to the United States Citizenship and Immigration Services (USCIS). A check payable to "Department of Homeland Security" must accompany the student's application. ISSS responsibilities are limited to reviewing the check for accuracy and returning to the student who will mail the application directly to USCIS.



**Mailing instructions: Visit <https://www.uscis.gov/i-765-addresses> for the most up-to-date mailing address. Be sure to click the Foreign Students section to find the filing location chart.**

**\* *Important:* the appropriate mailing address is dependent upon which state you are currently living in.**