



# ITU

International Technological University

Mailing Address: 2010 El Camino Real, #852, Santa Clara, CA 95050, USA

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[www.itu.edu](http://www.itu.edu)

Campus Location: 3120 Scott Blvd, Santa Clara, CA 95054, USA

## F-1 OPT Application Checklist

**REMINDER: The OPT application must be received by USCIS within 30 days of the date that ISO issues the OPT Request I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.**

To prepare the OPT application for USCIS, assemble the following documents:

- [Form G-1145, E-Notification of Application/Petition Acceptance](#) – (recommended)
  - To receive an e-Notification when your Form I-765 has been accepted
  - Attach it to the front of the application
  
- [Two US Passport-Style Photos](#)
  - Lightly print your name and I-94# on the back of each photo with a pencil
  - Individuals should not wear glasses when posing for their photos.
  - The picture should be taken within the last 6 months.
  
- [I-765 Application Fee](#)
  - Fee is \$410. **Fees may change. Always check the USCIS website to confirm the most recent fees.**
  - Personal check or money order payable to “US Department of Homeland Security”  
Do not abbreviate.
  - Provide your “full name” and “SEVIS ID” on the top right hand corner in pen
  - Provide I-94 # on the memo line.
  - Do not use starter checks (those that do not have your name/address printed)
  
- [Form I-765](#)
  - Type or print legibly in black ink
  - Be sure to sign in blue ink and within the signature box
  - For “I am applying for” select “Permissions to accept employment”
  - For item #3, make sure the address you list on this form will be accurate for at least 90 days as this is where USCIS will send your Receipt Notice, Approval Notice and EAD. If you changed an address, you would be required to submit AR-11 Form with the USCIS.
  - In Item #27 write:
    - ♣ (c) (3) (A) for pre-completion OPT
    - ♣ (c) (3) (B) for post-completion OPT



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- Photocopy of OPT Recommendation I-20's with the signature.
- Photocopies of all previous I-20's with the signature.
- I-94 Printout [www.cbp.gov/i94](http://www.cbp.gov/i94) or copy of the I-94 card (front and back)
- Photocopy of passport bio page
- Photocopy of F-1 visa or I-797A
- Photocopy of all previous EADs (if applicable)

**Final Steps:**

1. Check all documents for completeness and accuracy.
2. Be sure to sign Forms I-20 and I-765.
3. Make a complete copy of your application for your records.
  - Keep a copy of your express mail receipt and money order receipt, if applicable.
4. Mail completed application.

Visit the USCIS website for the appropriate USCIS lockbox to send your OPT application:  
<https://www.uscis.gov/i-765-addresses>