

POST-COMPLETION or PRE-COMPLETION OPT APPLICATION

Checklist of Items to Submit to USCIS

Mail the following documents to the [USCIS lockbox](#). For more information, refer to the *Where to File* instructions on USCIS Form I-765 webpage. Assemble your documents using the suggested order below; held together by paper clip, binder clip, or fasteners for thick or bulky applications. You do not need to staple.

- Form I-765 filing fee-\$410.00**
A personal check, cashier's check, or money order payable to the "U.S. Department of Homeland Security" (do not abbreviate). If you want, write your I-94 # number on the check. If needed search online for helpful information about how to write a check, endorse a money order or cashier's check.
- Two identical passport-style photos** taken recently. With a pencil lightly write your name and I-94 # on the back of each photo. Make sure you have reviewed Form [I-765 instructions](#), page 20, for the exact photo specifications before you have your picture taken.
- [Form G-1145, E-Notification of Application/Petition Acceptance](#) (highly recommended).
- [Form I-765 Application for Employment Authorization](#) (all pages), completed and signed.
Read the [USCIS Instructions for Form I-765](#). Pay special attention to instructions for F-1 student categories on pages 3-4. **Failure to follow instructions may result in rejection or denial of your application.** We have developed an [I-765 Completion Guide](#) to help you. It is your responsibility to ensure Form I-765 is properly completed and signed.
- Photocopy of your **I-20 with OPT recommendation** issued by ISSS within the last 30 days.
- Photocopy of a valid **passport**: photo pages and any additional biographical pages. If you have renewed your passport, include photocopies of old and new passport.
- Photocopy of your most recent **F-1 visa** stamp, if applicable.
- Photocopy of your most recent electronic **I-94 record** from the CBP website. If you have a paper I-94, include both sides of paper I-94 card or your I-797A approval notice, if you received COS to F-1.
- Photocopies of all previous CPT, OPT, or STEM OPT I-20s, from SJSU and/or other schools.
- Photocopy of the front and back of any previous EAD card(s), from SJSU and/or other schools.
- RECOMMENDED:** If you have studied at SJSU in a different visa status, other than F-1, then we recommend submitting a transcript from SJSU.

Mailing Information

- Make a copy of your entire Form I-765 OPT application for your records before mailings to USCIS.
- USCIS must receive your Form I-765 application **within 30 days** after OPT recommendation is made in your SEVIS record. See page 1 of I-20. Use the filing tool below.

OPT recommendation date is:	My filing deadline is:
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Email: international-office@sjsu.edu

v: Nov 2021

Disclaimer: Any advice provided to you by ISSS staff and any information on our website, forms, etc. should not be construed as legal advice. Due to the fluid nature of governmental interpretation, the immigration law, regulations, and eligibility requirements for benefits may change at any time. It is your responsibility to seek professional legal advice if you have case specific concerns.