



## **Optional Practical Training (OPT) Application Checklist**

***Come to your appointment with all copies ready.***

- ☐ 1. **Form I-765** (see OPT Application Part 2 in the [Forms Library](#))
- ☐ 2. **Form G-1145** (included in this packet)
- ☐ 3. **Academic Advisor Recommendation form** (included in this packet)
- ☐ 4. **Two passport photographs** that meet USCIS specifications (attached).  
\*Photos should be taken **within 30 days of application**. *Write name and I-94 number lightly on the back.* \*
- ☐ 5. **Copies of your I-94** (retrieve this at the [CBP website](#)), **passport photo page, visa** and any **EAD** previously issued to you (if applicable).
- ☐ 6. **Check for \$410** made payable to **U.S. Department of Homeland Security**
- ☐ 7. **OPT Statement of Responsibility** (see below)
- ☐ 7. **Completed** OPT Online Workshop (completion form must be on file) or **attendance** at an OPT In-person Workshop

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### **OPT Statement of Responsibility**

My signature below confirms that I understand the following and agree to the terms of the F-1 Optional Practical Training work authorization.

- 1) The accuracy and completion of my OPT and/or STEM OPT application is my responsibility. USCA International Programs review the OPT application documents I provide to them, but USCA International Programs is not liable for any errors or mistakes on the Form I-765, G-1145, copies of passport, visa, I-94, passport photos, transcripts (if applying for STEM OPT), diploma (if applying for STEM OPT), or payment.
- 2) If I choose for USCA International Programs to mail my OPT application, I understand that they will mail it by regular USPS first class mail, which does not provide tracking information or any ability to locate the whereabouts of the application if it is lost in the mail. I understand that I can choose to mail the OPT application myself.
- 3) If I choose for USCA International SPrograms to receive my mail from USCIS, I understand that I am responsible for staying in touch with the office for the collection of USCIS documents, including any notices of action, requests for evidence, and employment authorization documents. I understand that if I choose to have the documents mailed to my personal address, OIP will not have any record of received mail from USCIS for my application.
- 4) I understand that it is my responsibility to report employment and address changes within 10 days of the change once my OPT begins.
- 5) I understand that if I lose my EAD card, it will cost \$410 to replace it and can lead to delays or the inability to work until the replacement card is issued.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## e-Notification of Application/Petition Acceptance

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form G-1145

### What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

### General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

### USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

**PURPOSE:** The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

**ROUTINE USES:** The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [[DHS/USCIS-007 - Benefits Information System](#) and [DHS/USCIS-001 - Alien File \(A-File\) and Central Index System \(CIS\)](#)], which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)



## OPTIONAL PRACTICAL TRAINING – ACADEMIC ADVISOR RECOMMENDATION FORM

### **STUDENT COMPLETES THIS SECTION:**

*Directions to student: You should complete the top half of this form. Your academic advisor in your academic department needs to complete the bottom half of this form. Note that your academic advisor is not the same as your international student advisor. This form need to be completed prior to submitting your OPT application.*

Last Name:	First Name:
Last 4 Numbers Of Your SEVIS ID:	Date of current I-20 expiration (mm/dd/yy):
Post-graduation email address:	Telephone:
Have you been authorized for OPT in the past?  No      Yes - From (mm/dd/yy):      To:	If you were previously authorized for OPT, which degree level?  Bachelor's      Master's      Other
When do you expect to graduate? Semester:      Year:	Are you currently employed on campus? No      Yes – Until (mm/dd/yy):
I am requesting to begin OPT: After graduation After completion of all coursework except dissertation While registered as a full-time student (part-time) While registered as a full-time student (full-time)	Requested OPT Start Date *Start date must be within 60 days of your program completion date.  (mm/dd/yy):
I understand the responsibilities required for maintaining F-1 status during my period of OPT authorization as conveyed in the OPT Workshop and on the ISS Website. I have read and understand the stipulations at the top of this page.	
Signature of Student:	Date:

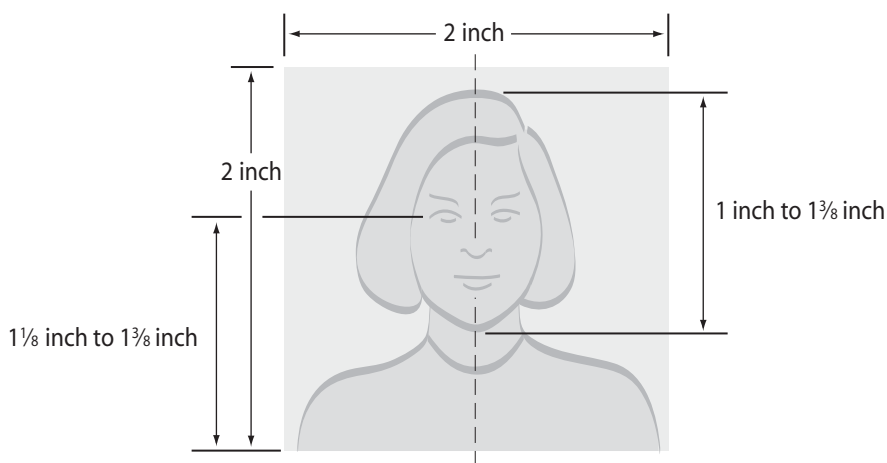
### **ACADEMIC ADVISOR COMPLETES THIS SECTION:**

<i>International students on F-1 visas are eligible for at least 12 months of off-campus employment authorization in their field of study. This work authorization, called Optional Practical Training, is granted through application to U.S. Citizenship &amp; Immigration Services. We need confirmation from the academic department that this student is meeting the academic components necessary to apply for OPT.</i>	
Advisor's Name:	Advisor's Department :
Advisor's Email:	Advisor's Phone:
Student's Major:  Second Major (if applicable): *Minor is not applicable	Level of Study:      Bachelor's      Master's      Other
Is student registered in current term?      Yes      No	Will the student have completed all coursework requirements for the degree by the start date of OPT?      Yes      No
<u>Graduate students only:</u> When is student expected to defend his/her thesis or dissertation? (mm/dd/yy):	When is student expected to graduate? Semester:      Year:
I confirm that the information provided in this section is true and correct. I would like to recommend that this student be allowed to obtain Optional Practical Training in order to secure a position in his/her field of study.	
Signature of Advisor:	Date:
Optional Comments :	

# Composition Checklist

## 7 Steps to Successful Photos

- ✓ Frame subject with full face, front view, eyes open
- ✓ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 $\frac{3}{8}$  inch (25 mm to 35 mm)
- ✓ Center head within frame (see Figure 2. below)
- ✓ Make sure eye level is between 1 $\frac{1}{8}$  inch to 1 $\frac{3}{8}$  inch (28 mm and 35 mm) from bottom of photo
- ✓ Photograph subject against a plain white or off-white background
- ✓ Position subject and lighting so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a natural expression



**Figure 2. Head Position & Placement**

### Well-Composed Photos

