

## OPT CHECKLIST

Please note your application must be ***received by*** the Department of Homeland Security (DHS) no later than 60 days after you complete your degree requirements (*this is not the same day as graduation*).

Please gather the following documents **before** requesting an OPT Appointment.

- **Two Photos** – passport style 2x2 inches.
  - Please write your full name and the Admission (I-94) Record Number on the back lightly in pencil.
  - You can find the Admission (I-94) Record Number on your I-94 form.
- **A check for \$410 made payable to Department of Homeland Security**
  - Write Admission (I-94) Record Number on memo line.
- **I-765 Form** <https://www.uscis.gov/i-765>
  - Please save the electronic file.
  - Bring it to your appointment.
- **Copies of all previous I-20s from CGU.**
  - First page and travel signature page only.
- **Copy of student visa**
- **Copy of passport photo page**
- **I-94 Form printout from online** <https://i94.cbp.dhs.gov/I94/#/home>
- **G-1145 Form** <https://www.uscis.gov/g-1145>
- **CGU Transcripts** (unofficial from your student portal)
- **Copies of any prior EAD cards** (if applicable)

## When to apply

If you are applying based on a...	For...	Then you...
<b>STEM degree</b>	Pre-completion OPT	<p>Must apply after your DSO enters the recommendation for OPT into your SEVIS record, and</p> <p>May apply up to 90 days before you complete a full academic year, as long as you do not start OPT employment until you complete one full academic year.</p>
	Initial post-completion OPT	<p>Must apply within 30 days of your DSO entering the recommendation for OPT into your SEVIS record, and</p> <p>May apply up to 90 days before you complete your degree, but no later than 60 days after you complete your degree.</p>
	STEM OPT extension	<p>Must apply within 60 days of your DSO entering the recommendation for OPT into your SEVIS record, and</p> <p>May apply up to 90 days before your current OPT employment authorization expires.</p>
<b>Non-STEM degree</b>	Pre-completion OPT	<p>Must apply after your DSO enters the recommendation for OPT into your SEVIS record, and</p> <p>May apply up to 90 days before you complete a full academic year, as long as you do not start OPT employment until you complete one full academic year.</p>
	Post-completion OPT	<p>Must apply within 30 days of your DSO entering the recommendation for OPT into your SEVIS record, and</p> <p>May apply up to 90 days before you complete your degree, but no later than 60 days after you complete your degree.</p>

<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/optional-practical-training>