

F-1 OPT Application Checklist

REMINDERS:

1. 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**).
2. The OPT application must be received by USCIS **within 30 days** of the date on which your OPT I-20 is issued. If you do not think you will submit your OPT application in time, please contact international@cgu.edu for an updated OPT I-20.

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

- **Two Photos** – passport style 2x2 inches
 - Taken recently (photos cannot be more than 30 days old). No selfies; no photo filters.
 - You will upload these photos.
- **USCIS fee payment**
 - This fee will be paid by credit/debit card through the myUSCIS portal.
 - You should verify the correct filing fee amount by going to the [USCIS I-765 website](#) under “Filing Fee”.
- **I-765 Form** <https://www.uscis.gov/i-765>
 - Please save the electronic file and bring a copy to your appointment.
 - Please reference the [I-765 Instruction for Application for Employment Authorization](#).
- **Copies of all previous I-20s from CGU**
 - A new OPT I-20 will be issued to you to include in your OPT application packet (make sure to sign and date before you copy).
 - All previous I-20s. If you are missing any I-20s, please email international@cgu.edu and provide the dates of the I-20s you are missing.

- **Copy of F-1 Visa**
- **Passport Identification or biographical page(s)**
- **I-94 Form printout from online <https://i94.cbp.dhs.gov/i94/#/home>**
- **Copies of any prior EAD cards (if applicable)**

When to apply

If you are applying based on a...	For...	Then you...
STEM degree	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>
Non-STEM degree	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>