

### **OPT REQUIREMENTS**

- OPT request form. (Form Attached)
- Official Transcripts. (Form Attached)
- Completed [I-765 Form](#) (download [I-765 form completion guide](#) with sample completed I-765 and proofreading tips)
- Photocopy of all previously issued I-20s, including the one with the OPT recommendation in original (pages 1 and 3) (pages 1 and 2 of the [redesigned I-20s](#)).
- Photocopy of passport identification page
- Photocopy of F-1 visa page
- Two passport-style photos
- Printout of your electronic I-94 information, which can be obtained at <https://i94.cbp.dhs.gov/I94/>
- Photocopy of previously issued EAD (if applicable)
- Check or money order payable to "U.S. Department of Homeland Security" with the fee (Do not use a future date. Use the date that you signed the check. The date format for your check should be as follows: month/day/year)
- Completed [G-1145 Form](#) (optional; it signs you up for email/text message notification of your application's arrival at USCIS)

### **OPT Reporting Requirements While on OPT, students are required to report the following information via the online SEVP Portal:**

- Changes to employment status/situation (i.e. start a new job, quit current job, laid off from current job, unemployed)
- Changes to US address and telephone information • All changes must be made via the online SEVP Portal within 10 business days
- An email with instructions on how to create an SEVP Portal account will be sent from do-not-reply.SEVP@ice.dhs.gov on or after the approved OPT start date
- For guidance on the SEVP Portal, please visit the Study in the States website

### **IMPORTANT NOTICE:**

Failing to report OPT employment information and/or US address updates in a timely manner may result in termination of your SEVIS record by USCIS.