OPT APPLICATION CHECKLIST

Regular OPT Application Checklist

Please Do Not Staple or Clip Anything

1. Attend OPT Workshop or view online within six months of application.
2. Take care of holds.
3. Update SEVIS U.S. and SEVIS home country addresses.
4. Complete OPT Request Form online and sign; GPD (GR) or Chief Department Advisor (UG) complete and sign the bottom section.
5. Complete I-765 online and sign.
6. Initial and sign OPT Responsibilities form.
7. Make copies of passport ID page, expiration date page, visa stamp and I-94
8. Make single-sided copies of BOTH pages (not the regulations page) of all I-20s ever issued to you by ODU or any other school that you have attended.
9. Get 2 identical photos taken within 30 days of filing your application. The photos must be in color with full face, frontal view on a white to off-white background. Your head must be bare unless you are wearing headwear as required by a religious order of which you are member. With a pencil, lightly write your name and SEVIS ID number on the back.
10. Write a check for $410 make out to "U.S. Department of Homeland Security"; write "OPT" and SEVIS ID # in the memo section at the bottom left, sign the bottom right or complete form G-1450 to authorize credit card payment.
11. Complete G-1145 form (E-Notification for Application/Petition Acceptance) - OPTIONAL
OPT Request Form

View your addresses in LeoOnline

Enter your academic program info

SIGN & DATE HERE

Enter your requested OPT EAD start date
Start date can be as early as the day after your program end date and must be no later than 60 days after your program end date

Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section
CAREFULLY READ AND SIGN THE RESPONSIBILITIES FORM

OPT Responsibilities Form

While on Regular OPT (12-month authorization), I understand that:

1. I must complete my thesis/project and graduate before the start date of my OPT. (This may not apply to Ph.D. students.)
2. EMPLOYMENT: I must notify VISA of any information updates while I am on OPT (e.g. name change, address changes, etc.). In addition, I will send VISA a scan of my EAD when I receive it.
3. TRAVEL: if I leave and return to the US during my OPT, I must be returning to begin or resume a job upon re-entry and will have proof of my employment, my EAD and my I-20 (with valid travel signature). Travel while my application is pending with USCIS is strongly discouraged.
4. I-20: OPT Authorization and dates will be listed on the second page of the I-20. I-20s will not be issued automatically upon OPT approval or employment update, but I may request an updated I-20 if needed.
5. OPT EMPLOYMENT UPDATES: I can change employers and/or have multiple jobs as long as all employment is directly related to my major (Including volunteer work). If I change my job or become unemployed, I must notify VISA via the OPT Employment Update.
6. UNEMPLOYMENT: I have a period of 90 days in which I can be unemployed but remain in the U.S.
7. CLASS REGISTRATION: I can register for one or two classes per semester for recreational or professional development reasons but only as a nondegree student.
8. INSURANCE: Having health insurance is STRONGLY recommended when I am doing OPT, and I am still eligible for the ODU health insurance.
9. SEVIS TRANSFER: My OPT will be terminated once my I-20 is transferred from ODU to another school or an I-20 for another degree program is issued.
10. STEM OPT: If I am eligible for STEM OPT, I will submit my application to VISA between three and four months before my regular OPT expires.
11. POLICY UPDATES: This responsibilities form is valid for current VISA policies and USCIS regulations. I will follow any regulatory updates, which will be announced on the VISA site and/or via the ISS list.

I have read and agree these regulations.

Student Name (Print) & UID: ___________________________ Student Signature: ___________________________ Date: __________

Visa & Immigration Service Advising: integstu@odu.edu
Part 1. Item 1.a. Select Initial Permission to accept employment

Part 2. Item 2.a. Your other names such as maiden name, nicknames
Write N/A for not applicable

Part 2. Item 1.a. Your Family and Given Name
**I-765 FORM – PAGE 2 OF 7**

**Item 5.a.** “In care of name”: if your mail is sent to someone other than yourself, write the recipient’s name. **IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED**

**Item 6.** U.S. Physical address will become fillable when you select “NO” here

**Item 7.a. – 7.d.** If you checked “NO” in Q6. Enter your current SEVIS address

**Item 8.** If you do not have A #, write “NONE”

If you have had an EAD card before, your EAD card will have the 9-digit number beneath “USCIS #.”

Do not enter your I-94 #. You will enter your I-94 number in Q21.

**Item 14.** If you do not have a social security number, you can request one by selecting “YES”
I-94 can be retrieved within 5 years of entry.

Item 21.c. Document used to enter the US instead of the passport. Write “NONE” if you have a passport.

Item 23. Name of the Port of Entry city, for example: Washington DC, Atlanta, New York.

Item 24. Write “F-1 student”. If you obtained your F-1 status in the US. Write your visa status that you used to enter the country.

Item 25. Write “F-1 Student”.

Item 26. Your SEVIS # from your I-20.
Select Item 1.a. Complete Items 3-5.
IMPORTANT!
SIGN WITH BLUE OR BLACK PEN AND DATE
NO PHOTOCOPIES
NO ELECTRONIC SIGNATURES
SIGNATURE MUST FIT INSIDE BOX

Part 4. Items 1.a, 1.b, and 2. Write N/A for not applicable
### Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

#### Preparer’s Full Name

2a. **Preparer’s Last Name**
2b. **Preparer’s Given Name**
2c. **Preparer’s Middle Name**

#### Preparer’s Mailing Address

3a. **Street Name and Number**
3b. **Apt.**
3c. **City**
3d. **State**
3e. **ZIP Code**
3f. **Province**
3g. **Postal Code**

#### Preparer’s Contact Information

4a. **Preparer’s Daytime Telephone Number**
5a. **Preparer’s Mobile Telephone Number**
6a. **Preparer’s Email Address**

#### Preparer’s Statement

7a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant’s consent.

7b. I am an attorney or accredited representative and my representation of the applicant in this case does not extend beyond the preparation of this application.

**NOTE:** If you are an attorney or accredited representative, you need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

#### Preparer’s Certification

8a. I certify, under penalty of perjury, that I have prepared this application at the request of the applicant. The applicant has read this completed application and has reviewed and understands all of the information contained in and submitted with this application, including the Applicant’s Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

8b. **Preparer’s Signature**

<table>
<thead>
<tr>
<th>Date of Signature</th>
<th>mm/dd/yyyy</th>
</tr>
</thead>
</table>
You need to complete this part 6 if you:
• had a different SEVIS Number
• completed CPT
• applied for OPT before
• changed your visa status in the US.

If you need to enter multiple events on this page, enter what happened most recently in item 3.a., next recent in item 4.a. etc.

For example:

CPT Authorization
Enter whether your CPT was "Full-Time" or "Part-Time"
Enter the SEVIS Number you had while on CPT
Enter the dates for your CPT
Enter your educational level at the time of CPT (bachelor's, master's, Ph.D., etc.)

OPT Authorization
Enter whether your OPT was "Full-Time" or "Part-Time"
Enter the SEVIS Number you had while on OPT
Enter the dates for your OPT
Enter your educational level at the time of OPT (bachelor's, master's, Ph.D., etc.)
Photocopies of Your ALL I-20s

- Please do not submit your original I-20s, copies of your dependents I-20s.
- Make sure all your I-20s are signed.
Photocopy of Your Passport Biographical Page

- Photocopy should be in the middle of the page
- Do not modify the size of your passport
Photocopy of your US visa stamp page

- Photocopy should be in the middle of the page
- Do not modify the size of your visa stamp
I-94 arrival record

Electronic I-94:
You can get the most recent I-94:
https://i94.cbp.dhs.gov

Paper I-94:
U.S. Customs & Border Protection (CBP) began the automation of the I-94 records on April 30, 2013
Payment

Check for $410 made out to U.S. Department of Homeland Security

All checks must have the account holder’s current address. Please write the address you used to open the account. Take special care to note the order in which addresses are written in the US.

Dates in the US are written in a MONTH/DAY/YEAR format. However, if your country writes it as DAY/MONTH/YEAR, you can write the date as it is below.

Write your SEVIS ID number followed by “OFI” in the Memo area.

Sign your checks just like any official document. Your signature should be consistent with your driver’s license, passport, etc.

Effective October 2, 2020:
NEW Fee $550

OR

Completed G-1450 – Authorization for Credit Card Transactions

Authorization for Credit Card Transactions
Department of Homeland Security
U.S. Citizenship and Immigration Services

How To Fill Out Form G-1450

1. Type or print legibly in black ink.
2. Complete the “Applicant/Petitioner/Respondent’s Information,” “Credit Card Billing Information,” and “Credit Card Information” sections and sign with your authorization.
3. Place your Form G-1450 on top of your application, petition, or request package.

NOTE: Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without authorized signature.

NOTE: Form G-1450 may only be used with a form being submitted to a USCIS Field Office. They will not accept it.

We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.
2 Photos: 2 by 2 inches (51 mm x 51 mm)

- 2 identical color passport-style photographs taken recently
- White to off-white background, be printed on thin paper with a glossy finish
- Glasses are not allowed
- Directly facing camera with a neutral expression, eyes are clearly visible
- Head centered and sized between 1” and 1.4” (25 and 35 mm)
- Using a pencil or felt pen, lightly print your name and your SEVIS Number on the back of the photo.

Acceptable

Unacceptable

Acceptable—Background is uniform
Acceptable—The head is centered
Acceptable—Subject’s full face is visible, no shadows or clothing obscure the face

Unacceptable—Background is not plain
Unacceptable—Glasses not allowed
Unacceptable—Head size is too small in photo

Unacceptable—Head clothing covers part of the face, there are shadows on the face
OPTIONAL: G-1145 E-notification of Application Acceptance

Completed G-1145 Form

E-Notifications do not include any personal information, including your name, because email and text message are not secure ways for us to transmit this information. The notification will list your receipt number and tell you how to obtain case status information.
STEM OPT APPLICATION

SUBMIT YOUR APPLICATION 90 DAYS BEFORE YOUR REGULAR OPT END DATE

CHECK YOUR STEM ELIGIBILITY HERE:

https://studyinthestates.dhs.gov/eligible-cip-codes-for-the-stem-opt-extension