OPT ONLINE APPLICATION
CHECKLIST

1. Create a USCIS Online account at uscis.gov
2. Complete OPT request form & responsibilities page
3. Approval from your GPD (GR) or Academic Advisor (UG)
4. Completed a DRAFT online I-765 form (See slide 23)
5. Attach the following documents:
   • Copies of passport ID page and F-1 visa stamp
   • I-94 arrival record print-out
   • A copy OPT I-20 received from us and signed with a wet ink. You will receive this I-20 after
     we review your OPT application.
   • Copies of CPT and OPT I-20s (if applicable)
   • Copies of any previous EADs (if applicable)
   • JPEG, JPG, or PNG file of a 2 inches by 2 photo 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.
OPT Request Form

View your addresses in LeoOnline

Enter your academic program info

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

SIGN & DATE HERE

Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section
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 ODS of any information updates while I am on OPT (e.g., name change, address changes, etc.). In addition, I will send ODS a scan of my EAD when I receive it.

3. TRAVEL: If I leave and return to the U.S. 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 ODS 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 non-degree 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 ODS between three and four months before my regular OPT expires.

11. POLICY UPDATES: This responsibilities form is valid for current INS policies and USCIS regulations. I will follow any regulatory updates, which will be announced on the ODS site and/or via the ISSList.

I have read and agree to these regulations.

Student Name (Print) & UID  Student Signature  Date

Visa & Immigration Service Advising  intlstu@odu.edu
Create your account at USCIS.GOV
Online I-765 Form – Post Completion Regular OPT

Your application will auto save a draft as you go through. BUT the draft will delete if you do not have any updates within 30 days.
Online I-765 Form – Post Completion Regular OPT

IMPORTANT!!!
C(3)(B) FOR REGULAR OPT
C(3)(C) FOR STEM OPT

STEM OPT students: Select “YES”
Or if you have files I-765 previously for any reason
Online I-765 Form – Post Completion Regular OPT

Select “No”
Select “Yes” if you used other names in any other legal documents.
Online I-765 Form – Post Completion Regular OPT

- Use name exactly as it is on your Passport
- Type Full Family Name
- Type Full Given Name

Select “Yes” if you used other names in any other legal documents.
IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED

If you don’t have a US cell phone, leave it blank, it does not accept int’l numbers.
Online I-765 Form – Post Completion Regular OPT

Retrieve I-94: i94.cbp.dhs.gov
I-94 can be retrieved within 5 years of entry

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

Your SEVIS # from your current I-20
If you’ve had an EAD card before, include the USCIS# written on the card here.

If you Select Yes - You’ll be asked to include your SSN #

If you Select No, then we recommend you select Yes to the next question.
2x2 Photo Requirement

JPG, JPEG or PNG Only

- 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)
I-94 Arrival Record*

*If you changed your status in the US, please upload a copy of the approval notice from USCIS

- Retrieve I-94: i94.cbp.dhs.gov
- I-94 can be retrieved within 5 years of entry
- The electronic I-94 record is only one page
- The paper I-94 issued before May 2013 has front and back side
Other Supporting Documents

Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.

Documents to upload in this section:

- Passport Biographical Page
- Visa stamp page
- EAD card (if you received one before)
Previously authorized CPT or OPT

Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.

- Make sure to include all previous CPT and OPT I-20’s.
- If you’ve had OPT before, upload any previous OPT EAD cards too.
Upload your New OPT Request I-20 in this section. Please ensure that the OPT /STEM OPT requested dates are correct on page 2 of the OPT I-20.

You CANNOT submit OPT application to USCIS without an OPT I-20 from our office.
Application Submission to USCIS

• Review your entire I-20 but especially OPT information on the second page of the new I-20. Should there be any errors, VISA must be notified immediately.

• OPT Endorsement on I-20

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<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATIONS</th>
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<tbody>
<tr>
<td>TYPE</td>
</tr>
<tr>
<td>POST-COMPLETION OPT</td>
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</tbody>
</table>

• STEM OPT Endorsement on I-20

<table>
<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATIONS</th>
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<tr>
<td>TYPE</td>
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<tr>
<td>POST-COMPLETION OPT</td>
</tr>
<tr>
<td>STEM OPT</td>
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</tbody>
</table>

• Remember, your application must be submitted to USCIS no later than:
  • 30 days after your I-20 has been issued OR
  • before your 60-day grace period end date OR
  • Regular OPT EAD card end date (for STEM OPT)
Please Skip These Sections if Applying for regular Post-Completion OPT
You can submit additional information in this section. Such as:

- Changed status to F1 in the US.
- Date of approval and previous visa status
- Have had a different SEVIS number before
VERY IMPORTANT!!!! Please print the draft version of the I-765 form to email us for a review.

Do not submit your I-765 form without an OPT I-20 from our office. Your application will be denied.
Review and Applicant’s statements

I-765, Application for Employment Authorization

Getting Started
About You
Evidence
Additional Information

Review and Submit
Review your application
Your application summary
Your statement
Your signature

Applicant’s statement
You must read and agree to the statement below.

- I can read and understand English, and have read and understood every question and instruction on this application, as well as my answer to every question.

Applicant’s Declaration and Certification
You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit you may also be eligible for. You may also face criminal prosecution and penalties provided by the law.

Applicant’s signature
You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.
$410 Payment

Once you submit the application, you will be redirected to Pay.Gov for payment.