OPT PAPER APPLICATION CHECKLIST

Submit single-sided documents only

1. Complete OPT request form & responsibilities page
2. Approval from your GPD (GR) or Academic Advisor (UG)
3. Form I-765 with a wet signature
4. Copies of passport ID page, expiration date page, visa stamp
5. I-94 arrival record print-out
6. Copies of CPT and OPT I-20s (if applicable)
7. Copies of any previous EADs (if applicable)
8. 2 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.
9. G-1450 form to authorize credit card payment OR a check for $410 made out to “U.S. Department of Homeland Security”; write “OPT” and your SEVIS ID # in the memo section at the bottom left; sign the bottom right
10. G-1145 form (E-Notification for Application/Petition Acceptance) - OPTIONAL
**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**

### Personal Information
- Name
- Student E-Mail
- Phone
- SEVIS ID#N
- Current U.S. Address

This should be your current residential address. If using another address to get your EAD, put it on the I-765—not on this form.

Need a letter to request your VA Driver's License to be extended for 60 days past program end date? Yes ☐ No ☐

### Academic Program Information

- **Major**
- **Applied Graduation**
  - May ☐
  - August ☐
  - December ☐
  - Year
- **Level**
  - Bachelors ☐
  - Masters ☐
  - PhD ☐
- **Expiration Date of Current I-20** ☐

- **Is your major on your I-20 correct?** Yes ☐ No ☐
- **PhD Students ONLY: will your requested OPT start date be BEFORE your dissertation defense?**
  - Yes ☐ No ☐

If yes, did you speak with your immigration advisor about your OPT timeline? Yes ☐ No ☐

### Requested Dates for Your OPT EAD Card

- **Start Date:**
- **End Date:**

Start date must be no later than 60 days after your program end date.

I agree to follow the policies and procedures outlined on the Regular OPT Responsibilities Form. You may receive an email from Terra Dotta, the software our office uses. PLEASE TAKE NO ACTION.

**Signature**

**Date**

### Graduate Program Director (Graduate) / Academic Advisor (Undergraduate)

- When did or will this student complete his/her coursework? **Month** ☐ **Year**
- Student's confirmed semester of graduation? ☐
- Student's major:
- Signature

**Date**

Name & Title
- Phone
- E-Mail

### FOR VISA USE ONLY

- BANNER: TerraDotta
- DMV Letter: Yes ☐ NA
- SIS404HL: Yes ☐ No ☐
- OPT Workshop Date:
- Shorten Program: Yes ☐ NA
- SIS404HL: ☐
- Prior OPT/COPT: Yes ☐ No ☐
- Major Updated: Yes ☐ NA
- SIS404HL: ☐
- I-765 Version:
- New OPT Added: Yes ☐
- SIS404HL: ☐
- TD Unintegrated: Yes ☐
- SIS404HL: ☐
- Less than full-time, RLC on file: Yes ☐ NA
- SIS404HL: ☐
- Comments:

Rev. 2/2021
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 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 VISA via the OPT Employment Update.

6. UNEMPLOYMENT: I reserve a period of 90 days in which I can be unemployed but remain in the U.S. for one or two classes per semester for recreational or professional development reasons but only as a nondegree student.

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 ISSlist.

I have read and agree to these regulations.

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

Visa & Immigration Service Advising: ___________________________  intlstu@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
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 9. If you have filed an application with USCIS online, write your account number here. If you have never filed an application online, write “NONE”.

Item 18.a & 18.b. Answer both questions.

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 entered the US on an F-1 visa. If you entered the US on a different visa and changed your status to F-1 after you arrived, write the visa status that you used to enter the US.

Item 25. Write “F-1 Student”

Item 26. Your SEVIS # from your current I-20.
Part 2. Information About You (continued)

If you answered “Yes” to Item Number 10.e., provide the following information:

10.d. Date you presented yourself in DHS

10.e. Location where you presented yourself in DHS

10.f. Country of claimed persecution

10.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

NOTE: Refer to the Special Filing Instructions for Those With Pending Asylum Applications (a(s)) section of the Form I-765 Instructions for more information.

31.a. 1/36 Eligibility Category. If you answered the eligibility category (a)(36) in Item Number 27, please provide the receipt number of your Form I-765 Notice for Form I-765, Immigrant Petition for Alien Worker. If you answered the eligibility category (Q)(36) in Item Number 27, please provide the receipt number of your sponsor’s or parent’s Form I-395 Notice for Form I-140.

31.b. If you entered the eligibility category (Q)(35) or (Q)(36) in Item Number 27, have you EVER been arrested for and/or convicted of any crime? □ Yes □ No

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8–9, in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.

Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant’s Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

1.a. □ I can read and understand English, and I have read and understand every question and instruction on this application and my answers to every question in a language in which I am fluent, and I understood everything.

2. □ At my request, the prepare named in Part 5, completed this application for me based only upon information I provided or authorized.

Applicant’s Contact Information

3. Applicant’s Daytime Telephone Number

4. Applicant’s Mobile Telephone Number (if any)

5. Applicant’s Email Address (if any)

6. □ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ASR settlement agreement.

Applicant’s Declaration and Certification

Copies of any documents I have submitted are exact photocopies of original documents. I understand that USCIS may require that I submit original documents to USCIS as a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefits that I seek. I understand that I authorize release of information contained in this application, in supporting documents, and in any USCIS records, to other entities and persons necessary for the administration and enforcement of U.S. immigration law.

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
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:

<table>
<thead>
<tr>
<th>Page Number</th>
<th>3.b. Part Number</th>
<th>3.c. Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>27</td>
</tr>
</tbody>
</table>

**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.)
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 OR Change of Status Approval Notice

- Visa 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

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.

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

Completed G-1450 – Authorization for Credit Card Transactions

IMPORTANT!
DO NOT FORGET TO SIGN THE G-1450 FORM
DOUBLE CHECK YOUR DEBIT/CREDIT CARD NUMBER
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.
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