

OPT APPLICATION CHECKLIST

For online applications (recommended)

1. ODU Request for OPT Form (completed by you and your department/GPD) & Regular OPT Responsibilities Form
 2. Online Form [I-765](#)
 - **Create an account at myaccount.uscis.gov**
 3. Passport-style photo (2 by 2 inches) recently taken
 4. From your passport:
 - Biographical information & expiration date pages (**not** the address page)
 - current U.S. visa stamp page
 5. Most recent [I-94](#): Online printout **OR** if you haven't left US since 2013 or have had a change of status in the US, a copy of each side of card/I-94 from approval notice
 6. Copies of any previous EADs (if applicable)
 7. Copies of CPT and OPT I-20s (if applicable)
 8. Download the draft version of the I-765 form
- Please upload the draft of I-765 along with all documents to our online submission portal [here](#).
 - Do NOT submit the I-765 until we review your OPT application and create your OPT I-20 to upload
 - Please be sure to view the sample application on our OPT page at odu.edu/visa/employment