OPT Application Check List

**STEP 1:** Attend an OPT workshop and read ALL information on I-Center website.

**STEP 2:** Confirm completion and/or graduation date with your Academic Dean/Advisor or Registrar.

**STEP 3:** Prepare and gather application materials for application

1. Complete Form I-765.
   a. Refer to this Tip Sheet for completing the I-765.
2. Copy of I-94 information, found here.
3. Employment Offer Information (Optional)
   a. You may report your employment information if you have a job offer at the time of application
   b. A job offer is not required to apply for OPT

**STEP 4:** Complete Online OPT Application

- Pick up your OPT Recommendation I-20 upon receiving approval email from International Center
- Fletcher Students make appointment with your advisor, Reiko Ohmura, to finalize submission of application and collect new OPT I-20.

**STEP 5:** Prepare your OPT Packet for Mailing

1. Copy of OPT recommendation Form I-20 (signed by you)
2. Completed and signed Form I-765 (signed in blue)
3. Copies of ALL Form I-20s that have ever been issued to you, by Tufts and/or previous institutions (do not send originals)
   a. If you believe you are missing I-20s, please send copies of what you have.
4. Copy of most recent I-94 record
5. Copy of your most recent F-1 student visa
6. Copy of your passport identification page
7. $410 filing fee
8. Two recent passport size photos
9. Form G-1145

**STEP 6:** Follow mailing instructions indicated on USCIS website https://www.uscis.gov/i-765-addresses. Review the information for “Foreign Students”.

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