



**International Student Program**

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**OPTIONAL PRACTICAL TRAINING (OPT) EMPLOYMENT  
APPLICATION CHECKLIST**

**Eligibility**

To be considered for OPT employment in the United States, you must:

1. have been lawfully enrolled on a full-time basis in F-1 status for at least 1 academic year (2 semesters);
2. work in a field or level or work directly related to your major of study;
3. limit your employment to 20 hours a week for pre-completion OPT done while school is in session.

**Required Documents for International Student Program**

1. Complete Optional Practical Training Request Form
2. Meet with a Counselor and have him/her complete Counselor Recommendation for Post Completion Optional Practical Training Form. (for Post-Completion OPT only)

**Required Documents/ Evidence for USCIS**

1. Form G-1145 (E-Notification of Application/ Petition Acceptance)(optional)
2. Fee of \$380.00 payable to "DHS" by check or money order.
3. 2 passport size photographs
4. Original Form I-765 Application for Employment Authorization (can be downloaded from <http://www.uscis.gov>) marked in #16 with (C)(3)(A) for pre-completion and (C)(3)(B) for post-completion OPT.
5. Photocopy of SEVIS Form I-20 with DSO's OPT recommendation.
6. Photocopies of all previous Form I-20s
7. Photocopy of Form I-94 (front and back)
8. Photocopy of passport showing validity date, biographical page, and nonimmigrant visa page.