Post-Completion OPT CHECKOUT – CHECKLIST
(online filing)

Since April/2021, USCIS gave the option for F-1 students to apply for OPT online. The mail-in OPT Application is still available; however, you cannot submit both, you must choose one.

➢ **O I will file online through the USCIS website.**
- ☐ I certify that I have read the step by step OPT Online Application Packet provided to me by the ISRC.
- ☐ I certify that I have created my profile at myUSCIS.gov
- ☐ I certify that I will make **the payment online** with a debit/credit card.
- ☐ I certify that the photo I use for my application meets the requirements. To confirm these requirements, visit: https://travel.state.gov/content/travel/en/passports/requirements/photos.html
- ☐ I certify that I will upload **a recent passport photo online.**
- ☐ I certify that in the online version of the form I-765 I have chosen **post-completion OPT (c)(3)(B)**.
- ☐ I certify that I have received the NEW I-20 with the OPT Recommendation.
    - ☐ I certify that my personal information on the new I-20 is correct.
    - ☐ I certify that my education level is correct.
    - ☐ I certify that my major(s) is correct.
    - ☐ I certify that my program end date coincides with commencement day.
    - ☐ I certify that the new I-20 has been signed by Dr. Telba Espinoza-Contreras.
    - ☐ I certify that I have signed and date the new I-20.
    - ☐ I certify that the Employment Authorization information is correct. Post-Completion OPT, Full Time, Requested, Start and End dates.
    - ☐ I certify that the issue date on the new I-20 is not more than 30 days older before USCIS will receive the application
    - ☐ I certify that I have/will upload a scanned copy of the NEW I-20 with OPT Recommendation.
- ☐ Scanned documents you must submit:
    - ☐ I certify that I'm sending a copy of the New I-20 with OPT recommendation.
    - ☐ I certify that I'm sending a copy of all previously issued I-20s with CPT or OPT.
    - ☐ I certify that I'm sending a copy of my passport ID page.
    - ☐ I certify that I'm sending a copy of my F-1 visa.
    - ☐ I certify that I'm sending a copy of my I-94 record (print online: www.cbp.gov/i94).
    - ☐ I certify that I'm sending a copy of previously issued EAD card(s) (if applicable).

➢ <mark>**Please be aware of these common reasons for OPT denial: (Check this list even if you are applying online.)**</mark>

- ☐ Did not mail/submit the application within 30 days of getting the new I-20 with OPT recommendation.
- ☐ Applied more than 90 days before end-date of the program of study.
- ☐ Did not apply before the 60th day after completion of the program of study.
- ☐ Did not check one of the boxes (Post/Pre-Completion OPT) at the top of the I-765 form.
- ☐ New OPT I-20 does not have OPT or STEM OPT recommendation on 2nd page. Program completion date on I-20 is incorrect.

I have received the information about F-1 reporting regulations while on OPT and Travel requirements. I understand my reporting responsibilities during OPT.

I acknowledge that while I have throughly reviewed the application for OPT with the assistance of the ISRC, <u>it is my own responsibility to submit a complete and correct application to U.S. Citizenship and Immigration Services.</u>

With this signature I certify that I have meticulously checked that all my information and documents are correct.

_____   _____

Print Name   Date:

_____

Signature