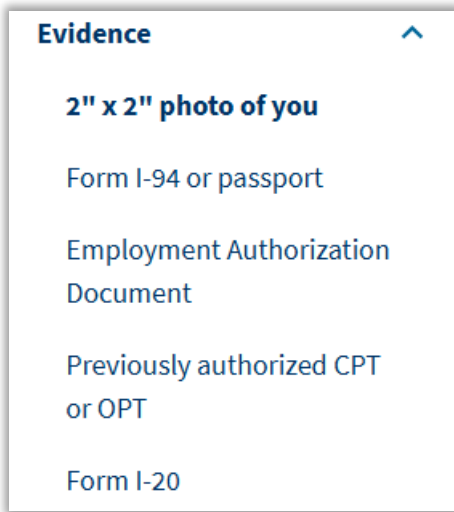


## POST-COMPLETION OPT CHECKLIST (ONLINE FILING)

- 1) Request an OPT I-20 via [IPConnect](#) and wait to receive the I-20 before submitting I-765 application to USCIS.
- 2) Create an online account at <https://my.uscis.gov/>
- 3) Prepare electronic copies of the following documents for online submission to USCIS:
  - Passport-Style Photograph**
    - Photo should be taken within the last 6 months to reflect your current appearance.
    - Currently, OIS is aware that FedEx and Wise Photo Printing in Corvallis offer digital passport photos. Bring a flash drive to your photo appointment.
  - Filing Fee**
    - Visit the [USCIS fee schedule](#) for the current online filing fee amount (Form I-765) and, if interested, the additional premium processing fee amount (Form I-907).
    - You can pay with a withdrawal from a checking or savings account or with a debit or credit card.
  - Form I-94**
    - Print your electronic record at "[Get Most Recent I-94.](#)"
  - I-20 Issued for OPT from OIS**
    - Print and sign BY HAND (not electronically) and then scan the document.
    - USCIS must receive your application within 30 days of the I-20 issue date and within your 60-day grace period.
  - Previous I-20s issued for employment purposes** (CPT and/or previous OPT)
  - Previous EAD, front and back** (if applicable)
  - Passport ID Page** (recommended)
    - If your passport will expire within 6 months of applying for OPT, you should renew your passport before filing for OPT. See OIS for more details if this applies to you.
  - F-1 Visa Stamp Page** (recommended)
  - All other previous I-20s** (recommended - especially if you've ever had a different SEVIS ID Number)
- 4) In your myUSCIS account, select "Form I-765, Application for Employment Authorization" and choose the eligibility category "(c)(3)(B) Student Post-Completion OPT."
- 5) Fill out Form I-765 with these useful tips:
  - **Would you like to request premium processing?:** If you choose "no" initially, you can still complete Form I-907 for this option at a later time. Note that the premium processing time is 30 *business* days.
  - **Mailing address:** If you list an address where you do not officially live according to the U.S. Postal Service, put the name of the person who is living there in the "in care of name" field.
  - **What is your country of birth?:** Select the name of the country as it was named when you were born, even if the country's name has changed or the country no longer exists.
  - **Place of arrival:** Select the city that matches your most recent port of entry on your I-94 travel history.
  - **Status at last arrival:** Select "F1 – Student, Academic or Language Program."
  - **What is your current immigration status or category?:** Select "F1 – Student, Academic or Language Program."
  - **What is your A-Number?:** Select "I do not have or know my A-Number."
  - **What is your USCIS Online Account Number?:** Select "I do not have or know my USCIS Online Account Number."

**6) Upload the documents you prepared earlier in the *Evidence* section.**



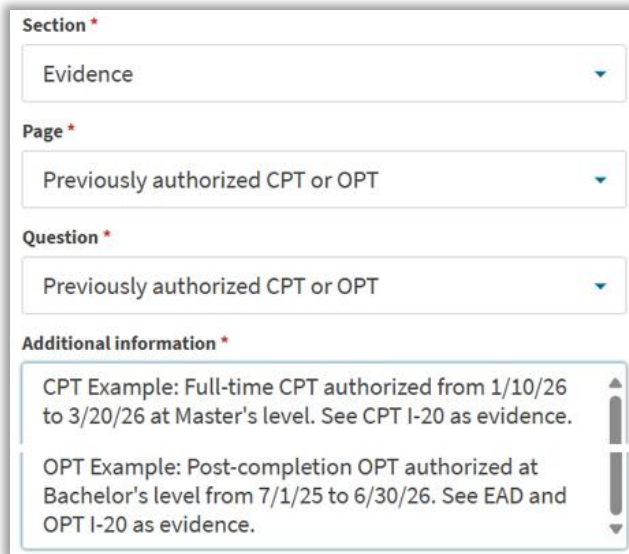
To the left is an image of the various evidence fields that are available on the online application.

Upload the recommended documents in these fields.

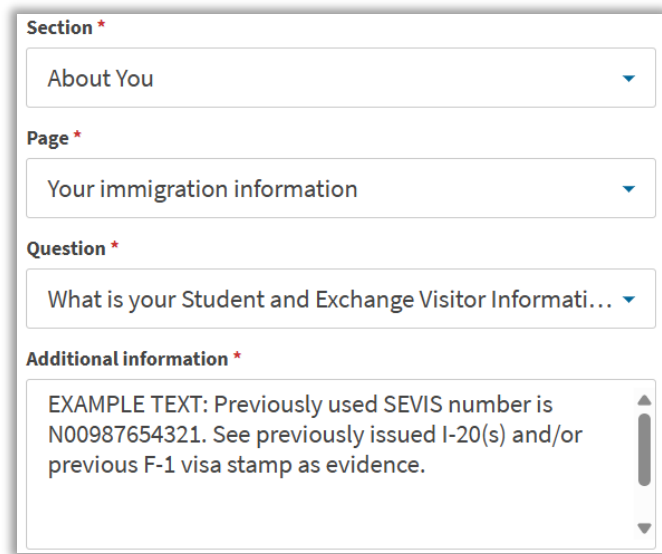
- Passport can be uploaded in the *Form I-94 or Passport* section.
- F-1 Visa can be uploaded in the *Employment Authorization Document* section, especially if you do not have a previous EAD.
- Include all I-20s that show previous employment in the *Previously Authorized CPT or OPT* section.
- Your hand-signed OPT I-20 can be uploaded in the *Form I-20* section (along with any I-20s that show a previous SEVIS number).

Upload the required file first and name all files in a clear manner. Carefully review file requirement instructions.

**7) Complete the *Additional Information* section if you have ever had a previous SEVIS ID number, previous CPT, or previous OPT. See the examples below.**



*Previous CPT or OPT Example*



*Previous SEVIS ID Number Example*

- 8) **At this stage, OIS highly recommends that you meet with an international student advisor to review your application before submission to USCIS.** You may [attend drop-in advising hours or schedule an appointment](#).
- 9) **At the *Pay and Submit* stage, you may provide your credit card or U.S. bank account information to pay the filing fee.** Payment is final and nonrefundable.
  - If you chose premium processing, you will be prompted to fill out and pay for Form I-907 at this time.
- 10) **Save a copy of your USCIS receipt notice for your records.** It can be found in your pending myUSCIS cases under *Documents*. You may check the status of your application at <https://egov.uscis.gov/>.
- 11) **Check your mailbox and your myUSCIS account frequently! If you receive a Request for Evidence (RFE), rejection, or denial notice, contact OIS immediately.** Email [OIS.Student@oregonstate.edu](mailto:OIS.Student@oregonstate.edu) and include a copy of the notice. We can assist with next steps.
- 12) **Once approved for OPT by USCIS, it is your responsibility to comply with reporting requirements. Using [IPConnect](#), you must:**
  - Upload a copy of the front and back of your EAD card
  - Report the start and end of any OPT employment that you pursue
  - Update your residential address if you move

#### **IMPORTANT Update on Biometric Services Appointments:**

A request to appear for a [Biometric Services Appointment](#) (fingerprints, photograph, etc.) is becoming increasingly common for OPT applicants.

- If asked to do this, you will receive a notice in the mail followed by a second notice with the date/time/location of your appointment.
- The closest [USCIS Application Support Center](#) to Corvallis is in Portland, OR.
- Do your absolute best to attend the appointment date/time assigned to you!
- If necessary, you can reschedule your appointment via your myUSCIS account if it's more than 12 hours before the appointment time.
- If you miss the appointment, call the USCIS Contact Center at 800-375-5283 (TTY 800-767 1833) or chat with [Emma](#).
- After the biometric services appointment, mail the cover sheet and notice to the address provided. Ask an international student advisor for help if you need guidance.