

Optional Practical Training (OPT) Checklist

Use this checklist as a guide to help complete your optional training application (OPT) application. If you have not already, please attend a mandatory OPT employment workshop ([OISS events and workshops webpage](#)).

Let's get started!

GATHER THE FOLLOWING SUPPORTING DOCUMENTS

- Passport style photo taken within the last 30 days.
- Copy of your passport identification page(s).
- Copy of your F-1 visa(s).
- Copy of your I-94 record.
- Previous EAD cards, if applicable.
- Previous I-20 forms with previous employment authorizations (CPT, economic hardship, OPT), if applicable.

STEP 1: OBTAIN AN UPDATED FORM I-20 WITH AN OPT RECOMMENDATION

- Submit your OPT application to the OISS via [TC-Compass](#) under the F-1 Practical Training tab.
- Receive an updated Form I-20 with an OPT recommendation via email. Check the second page of the I-20 and verify the start and end dates. Notify the OISS if there are any errors.

STEP 2: E-FILE OR MAIL YOUR OPT APPLICATION (FORM I-765) TO USCIS

E-FILE	PAPER-FILE
<ol style="list-style-type: none"> Create a USCIS account. Begin an I-765 application. Have a credit/debit card available to make your application fee payment. 	<ol style="list-style-type: none"> Gather some additional documents: <ul style="list-style-type: none"> • G-1145, E-Notification of Application/Petition Acceptance • Form G-1650 or G-1450 to pay by debit or credit card. • 2 identical passport style photos (Write your name, date of birth, I-94 number, and SEVIS number on the back) Mail your application using certified, return receipt mail, or express mail for faster mailing service.

WHAT'S NEXT?

- Within 3-5 weeks of filing your application you will receive an I-797 Notice of Action USCIS Receipt Notice at your mailing address, confirming that your application was received.
- Within 4-6 weeks of filing your application you may receive an Application Support Center (ASC) Biometrics Appointment Notice from USCIS at your mailing address. The notice may contain a date, time, location and instructions for you to appear at a scheduled biometrics appointment, or it may contain instructions about how to schedule your biometrics appointment.
- You should make every effort to attend your biometrics appointment as scheduled. Rescheduling the appointment will likely delay processing of your application.
- If you cannot make it to your scheduled biometrics appointment, you may attempt to reschedule it through your [USCIS account](#), or you may call the USCIS Contact Center at 1-800-375-5283 and request to reschedule.
- Track your case using your [USCIS account](#) or using the [Online Case Status](#).
- If you receive a Request for Evidence (RFE), please [contact the OISS](#) for further guidance.
- Update any [changes to your U.S. mailing address](#) using the USCIS portal account.