



- ✓ **Completed OPT Recommendation Form.** If your department's procedure is to send the completed form to our office by campus mail, please confirm we have received it before arriving for your appointment. If you will graduate with a double major, each major should be listed on the form. If you will complete two different degree programs upon graduation, an OPT Recommendation Form is required for each program.
- ✓ **Completed Form I-765 Application for Employment Authorization,** available on the [USCIS website \(www.uscis.gov\)](http://www.uscis.gov) under "Forms." *This form must be typed.* Please do not arrive for your appointment with a blank form. We recommend that you have a saved digital copy that can be edited at the time of the appointment in the event that changes need to be made to your form.
 - Instructions for completing the I-765 for an OPT Application can be found on [page 3 of our OPT Tutorial](#).
- ✓ **(2) Copies of Completed Form G-1145 E-Notification of Application/Petition Acceptance** Use this form to request a text message and/or email when USCIS accepts your form. This form is also located on the [USCIS website](http://www.uscis.gov) under "Forms".
- ✓ **OPT Start Date** At your appointment, you will need to inform the advisor of your requested OPT start date.
 - **For undergraduate students and coursework-only graduate students:** Your requested start date must be after your graduation. Remember, your OPT must be completed within the 14 months following graduation, meaning the latest start date you can request is 60 days after graduation.
 - **For graduate students completing a project, thesis, or dissertation ("terminal activity"):** If you choose, you may begin post-completion OPT while you are still working to complete your terminal activity. You are eligible to apply for OPT once you have completed the required coursework (excluding thesis/project/dissertation hours) or you can choose a start date up to 60 days after graduation.
 - **The requested start date is never guaranteed.**
 - If there is a gap between your program end date and your OPT start date, you are still in F-1 status and legally allowed to remain in the U.S. You may look for work, but cannot begin employment until you have received your Employment Authorization Document (EAD) and the start date has passed.
- ✓ **Fee Payment:** The application fee is \$410.00 and should be made payable to the "U.S. Dept of Homeland Security." The following forms of payment are accepted by USCIS:
 - Personal check
 - Money order (**recommended**)
 - [Form G-1450](#) Authorization for Credit Card Transactions
- ✓ **(2) Copies of Immigration Documents** You are required to provide **TWO** clear copies of the following items. Copies should be on standard-size paper (8 1/2 x 11). Do not cut copies down to a smaller size. Center item to be copied on the paper – avoid the margins and corners. Be sure to close the copier cover so the empty space around the item is white, not black.
 - Passport – Copy must include picture, name, and expiration date. Passport must be valid.
 - Visa – It is OK if your visa has expired.
 - I-94 Admission/Departure record. Beginning in April 2013, Customs and Border Protection (CBP) began issuing electronic I-94s. If you have made an entry since April 2013, you may not have been issued the old-style paper I-94 card and will need to print your I-94 from the [CBP website](http://www.cbp.gov). If you have an I-94 card, you need to copy both the front and the back of the card on the same side of the paper.
 - Passport renewal stamp (only if your passport has been renewed).
- ✓ **(2) Passport-Style Photos** The photos should be identical and must have been taken within the last 30 days. The USCIS service center will reject photos more than 30 days old. Follow the guidelines described on the [Department of State website](http://www.state.gov). The WSU Post Office in Morrison Hall offers passport photo services, as do Walgreens and FedEx-Kinkos.

The following item will only apply to some applicants:

- ✓ **(2) Copies of previously-issued EADs** If you have been authorized for OPT or Severe Economic Hardship in the past, an Employment Authorization Document (EAD) would have been issued to you. You'll need to provide two copies of the each EAD (front and back on same side of paper).