WICHITA STATE UNIVERSITY
INTERNATIONAL EDUCATION

- ✓ **Completed** OPT Recommendation Form

- ✓ **Completed** OPT Memorandum of Understanding
  - Information about selecting an OPT start date can be found on page 4 of our OPT Tutorial.

- ✓ **Completed Form I-765 Application for Employment Authorization,** available on the USCIS website under "Forms and Document Downloads."
  - Instructions for completing the I-765 for an OPT Application can be found on page 4 of our OPT Tutorial.

- ✓ **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:
  - Money order **(recommended)**
  - Personal check
  - Form G-1450 Authorization for Credit Card Transactions

- ✓ **2 Copies of completed Form G-1145 E-Notification of Application/Petition Acceptance**, available on the USCIS website under "Forms and Document Downloads."

- ✓ **2 Copies of Immigration Documents:** You are required to provide **TWO** clear copies of the following items on standard-size paper (8 ½ x 11). Center item to be copied on the paper and 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

- ✓ **2 Passport-Style Photos:** The photos should be identical and must have been taken within the last 30 days. Follow the guidelines described on the Department of State website.

The following item will only apply to some applicants:
- ✓ **2 Copies of previously-issued EADs:** If you have been authorized for OPT, Temporary Protected Status, 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).