

# CHECKLIST FOR OPT ONLINE APPLICATION

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**IMPORTANT:** USCIS must receive your completed I-765 application within this window: 90 days prior to the program end date on your OPT I-20 and **60 days** following the program end date on your OPT I-20. **Note: You must receive the OPT I-20 from ISSS prior to the filing of your application. DSO signature on OPT I-20 is only valid for 30 days** once printed and signed. USCIS will reject your application if you do not provide the OPT I-20, or if the DSO signature is more than 30 days old.

- OPT I-20 Request eform or paper form**
    - Log into [iconnect.uoregon.edu](https://iconnect.uoregon.edu) and submit the OPT I-20 Request eform under F-1 Student Services
  - Digital passport-sized photo** (not more than 30 days old)
    - U.S. Department of State [Photo Requirements \(state.gov\)](https://photo.state.gov)
    - Passport photos can be taken at EMU card office or nearby stores.
    - 2x2 inches (51 x 51 mm) in size, Resolution of 300 pixels per inch (12 pixels per millimeter), no more than 6MB
  - Application Fee** (US \$410.00)
    - Payment made directly online with ACH, debit, or credit card.
  - I-765:** [Application for Employment Authorization | USCIS](#)
    - Create an account and log in to start application
  - Copy of OPT I-20** (provided by ISSS advisor at your OPT appointment)
  - Copy of valid passport ID page**
  - I-94 admission record:** [I94 - Official Website \(dhs.gov\)](#)
  - Copy of F-1 student visa**, even if expired (Canadian citizens will not have a visa)
  - Copy of most recent entry stamp in passport, if available**
  - Copies of any previously-issued I-20s for CPT, OPT, or different SEVIS ID**
  - Copy of any previously-issued Employment Authorization Document (EAD) card**
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- Save a copy/PDF file of your complete OPT application before you submit.
  - Make a zoom/in person appointment with your ISSS advisor for an OPT document review.
  - ISSS advisor will issue the OPT I-20 after all documents are provided and verified.
  - Submit your I-765 online filing with the OPT I-20 within 30 days from the date OPT I-20 is issued.
  - Contact ISSS if you do not receive an I-797 receipt from USCIS upon online filing, or you do not receive your EAD card after 120 days.
  - Keep record of your USCIS account info and log back in to check status or manage address change.

Important information including your EAD card, the 90-day unemployment rule, international travel during OPT etc.: Please refer to the OPT WORKSHOP SLIDES on International Student and Scholar Services webpage (<https://iss.uoregon.edu/optional-practical-training-opt>).

## QUESTIONS?

Contact International Student and Scholar Services at [intl@uoregon.edu](mailto:intl@uoregon.edu) or (541) 346-3206. Include your full name and UO ID number in any messages sent to ISSS.