[ ] **Complete** **Form I-765**

[OPT Application Form I-765 and Instructions](http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=73ddd59cb7a5d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD) Type your answers, print out the form, and ***sign in blue ink AFTER reading the applicable I-765 Instructions (“Who May File Form I-765”)***

**Note:** Under the box that says “Do not write in this block.” you will see the question: “I am applying for:” If this your first time applying for OPT, please check the first box “Permission to accept employment.”

**Note:** For number 3 on the I-765, use the address to which you would like your Employment Authorization Document (EAD) sent. If you have it sent to St. Olaf and need it forwarded to you, talk with the St. Olaf Post Office and update your forwarding address in SIS or in the Alumni Directory if you are a graduating senior.

**Note**: For number 16 on the I-765 form, the parentheses should be filled out as follows:

**( c ) ( 3 ) ( A ) for Pre-completion OPT**

(for BEFORE graduation)

**( c ) ( 3 ) ( B ) for Post-completion OPT**

(for AFTER graduation)

[ ] **Copy (front and back) of your Form I-94 Departure Record:** This is the small card in your passport.

[ ] **Copy of your Passport and Visa**: Photo and biographical data page, entry stamps, and Visa pages. Make sure that your passport is valid.

[ ] **Copy of pages 1 and 3 of all your I-20s.**

[ ] **$380 Check** made payable to “**U.S. Department of Homeland Security**.” Do **NOT** use initials “DHS” etc. Do **NOT** send CASH.

[ ] **Two Glossy Color Photos** (2”x2”, taken within 30 days of the filling of the application). On the back of each photo print lightly in pen your name, SEVIS ID#, and I-94 number.

[ ] **Your most current *Official* Transcript**. You will need to order this through the Registrar’s office or website:

[Ordering Official Transcripts from St. Olaf](http://www.stolaf.edu/offices/registrar/transcriptorderinfo.html)

[ ] **If you have already applied for OPT** or other employment using the I-765 form, then include a copy of the front and back of your previous Employment Authorization Documents (EADs).

[ ] **Fill out and Print Form G-1145 from this link**

[E-Notification of Application Acceptance](http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=d9056d4e88ac3210VgnVCM100000b92ca60aRCRD&vgnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD) Fill out the bottom of the form and place this on top of your complete OPT application package.

[ ] After you have a complete application, **make an appointment** with the ISA to review your OPT application package and receive your **new I-20 with recommendation for OPT notation.**

[ ] Sending in Your Application: Place all above documents together in an **envelope addressed to the correct location (see below).** Write ***OPT Application Documents*** on the bottom left corner of the envelope.

|  |  |
| --- | --- |
| ***Recommended Method:* Address to use if sending by Federal Express** | **Address to use if sending by U.S. Postal Service** |
| USCIS Attn: AOS 1820 E. Skyharbor Circle S. Suite 100 Phoenix, AZ 85034 | USCIS P.O. Box 21281 Phoenix, AZ 85036 |

[ ] **Mail your application** in time for it to be **RECEIVED within 30 days** from your OPT recommendation date in SEVIS and **within 60 days** of your program end date in SEVIS.

Expect your Receipt notice (Form I-977) and use the Receipt Number it provides to track your application progress at this website:

[*Track Your OPT Application Case Status*](https://egov.uscis.gov/cris/Dashboard/CaseStatus.do)