

## Optional Practical Training Application Materials

The following items should be uploaded to the online application or included in the paper application packet for Pre-Completion (c)(3)(A) or Post-Completion (c)(3)(B) Optional Practical Training.

- ☐ **Form G-1145, E-Notification of Application/Petition Acceptance** – This form is not needed for the online application. This form is optional when mailing a paper application. If it is going to be included in the application, put it on top of the first page of your application materials. This form can be found at [uscis.gov/forms](https://uscis.gov/forms).
- ☐ **Form I-765, Application for Employment Authorization** – The paper form can be found at [uscis.gov/forms](https://uscis.gov/forms). The online application can be found at [uscis.gov/file-online](https://uscis.gov/file-online).
- ☐ **Form I-94** – A print out of your electronic I-94 card form (some students might also have a paper I-94 card and should include copies of that, as well). To access the I-94, go to [cbp.gov/i94](https://cbp.gov/i94).
- ☐ **Valid Passport** – Copy of photo page, renewal page if original has expired and pages showing amendments such as name changes, corrections, etc. Your passport should be valid at least six months into the future.
- ☐ **OPT Endorsed Form I-20** – Must include a copy of pages 1 and 2 of the OPT endorsed I-20. The I-20 should be hand-signed by the student on page 1 prior to making the photocopy. To request the OPT I-20 from the Office of International Affairs, please obtain and complete the application form [(c) (3) (B) for Post-Completion or (c) (3) (A) for Pre-Completion] from our [website](#).
- ☐ **Previously Issued CPT or OPT Endorsed Form I-20s** – U.S. Citizenship and Immigration Services (USCIS) requires students to include any previously issued I-20s endorsed for Curricular Practical Training at the current degree level or Optional Practical Training at a prior degree level. Only include pages 1 and 2 of the I-20 (for I-20s issued prior to March 2016, this will be pages 1 and 3), and make sure that you've signed the I-20 on page 1 prior to making the photocopy. You do not need to include all other previously issued I-20s.
- ☐ **Passport-Style Photo(s)** – Photograph instructions are on the Form I-765 instructions under "Required Documentation." Paper applications require two identical color passport-style photographs of yourself taken recently. Stores such as CVS, Walgreens, FedEx or UPS advertising "Passport Photos" are typically able to issue the required photographs. Write your last name and I-94 number lightly in pencil on the back of each photo. The online application only requires one color passport-style photograph of yourself taken recently. You can use the Department of State's [photo composition tool](#) on the online application.
- ☐ **Previously Issued EADs** – Photocopies of any previous employment authorization documents (EAD), if applicable.
- ☐ **Filing Fee for Form I-765 (\$410)** – For paper applications, you should prepare a check or money order payable to the U.S. Department of Homeland Security. For online applications, you will provide your credit card or U.S. bank account information at the end of the application.