


Quick Overview

How to apply for OPT

1. Attend an OPT Workshop and review the [OPT Presentation](#)
2. Complete the [OPT Request & Recommendation Form \(obtain signatures\)](#)
3. Use the [OPT Checklist](#) for guidance to upload required documents into the [ISSC's OPT eForm](#)
4. Wait for ISSC to create & email you your new I-20 containing the OPT recommendation
5. Submit your [OPT application to USCIS using Form I-765 \(it is your decision to apply online or by mail\)](#)

OPT Checklist: Complete all items before uploading to the ISSC's eForm

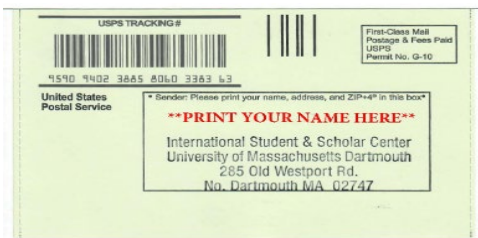
URGENT: You must obtain a new I-20 from the ISSC (containing the OPT recommendation) to apply to USCIS for any type of OPT.

<p>Are you planning to submit a paper application by mail to USCIS?</p>	<p>Are you planning to submit an online application to USCIS?</p>
<p>Upload the following to the ISSC's OPT eForm:</p> <ul style="list-style-type: none"> • OPT Request & Recommendation Form with signatures. This is an internal form required by the ISSC – Do not submit it to USCIS. • PDF version of Form I-765. Scroll down and click “Forms and Document Downloads” to locate the PDF. Download, type your answers, then print and sign in ink. Electronic signatures will result in a denial of your entire application. <ul style="list-style-type: none"> ○ Enter the ISSC's mailing address as shown (required): <p>Your U.S. Mailing Address</p> <p>5.a. In Care Of Name (if any) International Student Scholar Ctr</p> <p>5.b. Street Number and Name 285 Old Westport Rd</p> <p>5.c. <input type="checkbox"/> Apt. <input checked="" type="checkbox"/> Ste. <input type="checkbox"/> Flr. 7123</p> <p>5.d. City or Town N Dartmouth</p> <p>5.e. State MA 5.f. ZIP Code 02747 <small>(USPS ZIP Code Lookup)</small></p> <p>6. Is your current mailing address the same as your physical address? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NOTE: If you answered “No” to Item Number 6., provide your physical address below.</p> <p>U.S. Physical Address</p> <p>7.a. Street Number and Name PUT your US address here</p> ○ Enter your UMass Dartmouth email address – This is your official university email address listed in your SEVIS record. ○ Use the following codes for Question #27: <ul style="list-style-type: none"> Pre-Completion OPT: (c) (3) (a) Post-Completion OPT: (c) (3) (b) ○ Check or money order for the I-765 filing fee (amount is subject to change). Use the pictures of the check and money order below for guidance. Not all checks are the same, and money orders will look differently. 	<p>Upload the following to the ISSC's OPT eForm:</p> <ul style="list-style-type: none"> • OPT Request & Recommendation Form with signatures. This is an internal form required by the ISSC – Do not submit it to USCIS. • PDF version of Form I-765. Scroll down and click “Forms and Document Downloads” to locate the PDF. Download, type your answers, then print and sign in ink. <ul style="list-style-type: none"> ○ Enter the ISSC's mailing address as shown (required): <p>Your U.S. Mailing Address</p> <p>5.a. In Care Of Name (if any) International Student Scholar Ctr</p> <p>5.b. Street Number and Name 285 Old Westport Rd</p> <p>5.c. <input type="checkbox"/> Apt. <input checked="" type="checkbox"/> Ste. <input type="checkbox"/> Flr. 7123</p> <p>5.d. City or Town N Dartmouth</p> <p>5.e. State MA 5.f. ZIP Code 02747 <small>(USPS ZIP Code Lookup)</small></p> <p>6. Is your current mailing address the same as your physical address? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NOTE: If you answered “No” to Item Number 6., provide your physical address below.</p> <p>U.S. Physical Address</p> <p>7.a. Street Number and Name PUT your US address here</p> ○ Enter your UMass Dartmouth email address – This is your official university email address listed in your SEVIS record. ○ Use the following codes for Question #27: <ul style="list-style-type: none"> Pre-Completion OPT: (c) (3) (A) Post-Completion OPT: (c) (3) (B) ○ Two (2) US style passport photos with very specific measurements. Specifications can be found on page 20 of the I-765 Instructions. They CANNOT be the same photos you used when you applied for your visa. • Copies of the following documents <ul style="list-style-type: none"> ○ Copies of your previous SEVIS I-20s with the same SEVIS # (front and back) containing any CPT or OPT authorizations. Do not include page 3 (instructions). ○ Copy of biographical page of current valid passport – only the page with your picture on it. ○ Copy of current visa ○ Copy of most recent I-94 ○ Copy of any previous Employment Authorization Documents (EAD cards)



- Two (2) US style passport photos with very specific measurements. Specifications can be found on page 20 of the I-765 Instructions. Print your name and I-94 number on the back of each photo. They CANNOT be the same photos you used when you applied for your visa.
- Copies of the following documents
 - Copies of your previous SEVIS I-20s with the same SEVIS # (front and back) containing any CPT or OPT authorizations. Do not include page 3 (instructions).
 - Copy of biographical page of current valid passport – only the page with your picture on it.
 - Copy of current visa
 - Copy of most recent I-94
 - Copy of any previous Employment Authorization Documents (EAD cards)
- [Form G-1145](#): Although not required, this form, if submitted with the application, will enable you to get an email/text notification that your application has arrived at the DHS Lock Box address.

SEVIS I-20 with OPT request: This will be created after you upload your completed OPT application with all materials on this checklist into the eform. When you receive your I-20, be sure to print, sign, and date it in blue ink. DO NOT INCLUDE the original I-20. Make a copy of the new I-20 and include it with the application. If you use United States Postal Service (USPS) certified mailing forms, on the green certified mailing form, you must add your name as shown here in red:



For mailing instructions, visit [Form I-765](#), scroll down, click “Where to File.”

SEVIS I-20 with OPT request: This will be created after you upload your completed OPT application with all materials on this checklist into the eform. When you receive your I-20, be sure to print, sign and date it in blue ink.

To apply to USCIS online, visit [Form I-765](#), scroll down, click the blue button, “File Online.”