

# F-1 Post-Completion Optional Practical Training (OPT) Checklist

**Purpose of Form:** To assist F-1 students with the application process for Post-Completion OPT.

**Step 1: Submit the following documents to ISS to receive a new I-20 with an OPT recommendation.**

- Photocopies of original and valid passport(s), visa, and I-94 card (front and back)
- Photocopy of the most recently issued I-20 for you and any F-2 dependents
- Complete F-1 Post-Completion OPT Student Form
- Complete F-1 Post-Completion OPT Department Form
- Online OPT Workshop Completion E-mail (not required if you attended the OPT workshop in person)
- Sponsored students must obtain a signature from Sponsored Student Programs on the F-1 Post-Completion OPT Student Form
- Degree specific requirements:
  - Bachelor's: Your graduation application must be processed by the Office of the Registrar.
  - Master's Non-Thesis:
    - To apply based upon graduation, your graduation application must be processed by the Office of the Registrar.
    - To apply based upon a Letter of Completion, you must submit a copy of your Letter of Completion to ISS.
  - Master's Thesis and Doctorate:
    - To apply based upon graduation, your graduation application must be processed by the Office of the Registrar.
    - To apply to ISS upon completion of coursework, you must have completed all courses on your degree plan and you must have set the date of your defense.
    - To apply based upon a Letter of Completion, you must submit a copy of your Letter of Completion.

**Step 2: Mail the following documents, in this order, to the Department of Homeland Security (DHS) within 30 days of the issuance of the OPT I-20.**

- Form I-765 (visit [www.uscis.gov](http://www.uscis.gov) to download the most recent form)
- 2 passport-style photos with your name printed in pen on the back, put into a plastic bag and paper-clipped to the upper right corner of Form I-765 (visit <http://travel.state.gov/content/passports/english/passports/photos/photos.html>)
- Check or money order payable to "Department of Homeland Security," paper-clipped to the upper left corner of Form I-765
- Photocopy of your most recent I-94 (front and back). You do not need to include photocopies of any dependent I-94s.
- Photocopies of any previous EAD cards (front and back). You do not need to include photocopies of any dependent EADs.
- Photocopy of the newly updated OPT I-20 (all three pages, single-sided).
- Photocopies of ALL previous I-20s (all three pages, single-sided, most recent on top). You do not need to include photocopies of any dependent I-20s.
- Photocopy of your passport's picture and validity/expiration page(s). You do not need to include photocopies of any dependent passport pages.
- Photocopy of your visa. You do not need to include photocopies of any dependent visas.

For more information about the Post-Completion OPT application process, please visit <http://iss.tamu.edu/employment/optinfo.asp>.  
For more information about the Post-Completion OPT regulations, please visit [http://www.ice.gov/doclib/sevis/pdf/opt\\_policy\\_guidance\\_042010.pdf](http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf).

"State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."