

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

**Purpose of Form:** To assist F-1 students with the application process for Pre-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 Pre-Completion OPT Student Form
- Complete F-1 OPT Department Form
- Sponsored students must obtain a signature from Sponsored Student Programs on the F-1 Pre-Completion OPT Student Form

## Step 2: Mail the following documents, in this order, to USCIS within 30 days of the issuance of the OPT I-20.

- 2 passport-style photos with your name printed in pencil on the back, put into a plastic bag and stapled to the upper right corner of Form I-765 (visit <http://travel.state.gov/pdf/Photo-Quality-Requirements.pdf>)
- Check or money order payable to "Department of Homeland Security," stapled 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 Pre-Completion OPT application process, please visit the ISS OPT Webpage:**  
<http://international.tamu.edu/iss/employment/optinfo.asp>.