<table>
<thead>
<tr>
<th>CHECKLIST</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ OPT Academic Advisor's Form - SIGNED by Academic Advisor *</td>
<td>1. Attend an OPT workshop - see our website for the schedule</td>
</tr>
<tr>
<td>○ I-765 Form - USCIS.GOV</td>
<td>2. Complete Section I of the Academic Advisor Form. After completing Section I print the form and submit it to your Academic Advisor or Dean for approval &amp; signature</td>
</tr>
</tbody>
</table>
| ○ Copy of Initial I-20 from Northwestern University  
  * If you have lost this I-20, please include copy of the oldest I-20 you have | 3. Gather your OPT Application Checklist and bring all documents to the IO. |
| ○ Copy of ANY I-20s with CPT Authorization on 3rd page | 4. Visit the IO during walk-in hours to submit your complete OPT application for review. Refer to the OPT Timeline to determine when you can submit your application to IO. |
| ○ Print out of I-94 Record - cbp.gov/i94  
  * From most recent entry into U.S | 5. Pick up your updated I-20s from IO (this will consist of 2 identical I-20s containing the OPT Recommendation). |
| ○ Copy of U.S. F1 Visa Stamp | 7. Mail your COMPLETED application to USCIS via: FedEx/UPS/DHL:  
  USCIS  
  ATTN: AOS  
  1820 E. Skyharbor Circle S  
  Suite 100  
  Phoenix, AZ 85034  
  USPS/Post Office:  
  USCIS  
  PO Box 21281  
  Phoenix, AZ 85036 | 8. Receive a receipt notice from USCIS within 2-3 weeks after mailing application. |
| ○ 2 passport style photos - Taken within last 6 months  
| ○ Personal Check, Money Order, or Cashiers Check  
  * Made out to the U.S. Department of Homeland Security for $410.00 | 10. Questions? Contact IO Advisor! |
| ○ Copy of front and back of previous EAD Card  
  * Only if approved for OPT in the past | Talk to your student advisor if you will not be living in the Evanston/Chicago area during the 3-4 month period your application is pending. |
| ○ 1 updated original I-20 with OPT Recommendation  
  * Keep the second updated original I-20 for your records ** | |
| ○ Printout from SEVIS - CPT History** | |

*IO Advisor will keep this form during review of ALL OPT application materials.  
** New documents will be available after submission to IO Advisor. You are responsible to mail the application to USCIS.