### Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPT Academic Advisor Form</strong></td>
<td>SIGNED by Academic Advisor *</td>
</tr>
<tr>
<td><strong>I-765 Form</strong></td>
<td>USCIS.GOV (print single-sided)</td>
</tr>
<tr>
<td><strong>Copy of Initial or Transfer Pending I-20 from Northwestern University</strong></td>
<td>If you have lost this I-20, please include copy of the oldest I-20 from Northwestern. Include copy/copies of I-20s from previous schools.</td>
</tr>
<tr>
<td><strong>Copy of ANY I-20s with CPT Authorization on 2nd or 3rd page - from Northwestern AND any other US Institution.</strong></td>
<td>Print out of your most recent I-94 Record - cbp.gov/i94</td>
</tr>
<tr>
<td><strong>Copy of Passport Biographical Page</strong></td>
<td>Copy of U.S. F1 Visa Stamp</td>
</tr>
<tr>
<td><strong>2 NEW U.S. passport photos - Taken within last 6 months</strong></td>
<td>Personal Check, Money Order, or Cashiers Check</td>
</tr>
<tr>
<td><strong>Copy of front and back of previous EAD Card</strong></td>
<td>only if approved for OPT in the past</td>
</tr>
<tr>
<td><strong>1 updated original I-20 with OPT Recommendation</strong></td>
<td>Keep the second updated original I-20 for your records **</td>
</tr>
</tbody>
</table>

*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.

### INSTRUCTIONS

1. Attend an OPT workshop - see our website for the schedule.

2. Complete Section I of the [OPT Academic Advisor Form](#). After completing Section I print the form and submit it to your Academic Advisor or Dean for approval & signature. Refer to the [OPT Timeline](#) to determine when you can submit this form to the IO.

3. Drop off signed OPT Academic Advisor Form at IO during open hours. Your IO Advisor will have your I-20s ready in 1 week.

4. Gather all OPT Checklist documents and visit the IO during walk-in advising hours.

5. Pick up your updated I-20s from IO (this will consist of 2 identical I-20s containing the OPT Recommendation). Sign both I-20s on the bottom of the 1st page and review your preferred OPT Start and End Date on the 2nd page of your I-20s.


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.

9. Receive EAD Card approximately 3-4 months after USCIS receives application. Complete [OPT Reporting Survey](#).

10. [Questions? Contact IO Advisor!](#)

   Talk to your student advisor if you will not be living in the Evanston/Chicago area during the 4-5 month period your application is pending.