

# Post Completion Optional Practical Training (OPT) Application Checklists

All Students are reminded to review the [Post Completion OPT website](#) and disclaimer\*.

## ONLINE APPLICATION CHECKLIST - Review Instructions

- 2 x 2 Photo of You (digital): Upload one U.S. passport style photo. Follow guidelines outlined in online application to ensure photo is acceptable. Review the [U.S. Department of State photo requirements website](#).
- Form I-94: Upload your most recent I-94 entry record. Download most recent Form I-94 at [cbp.gov/i94](http://cbp.gov/i94), it is not necessary to provide your travel history.
- Employment Authorization Document: Upload your passport biographical page
  - If you previously applied for OPT, include copy of the front and back of your previous EAD card(s). *If you lost your EAD(s), upload a copy of your receipt notice or approval notice with a statement explaining your EAD was lost.*
- Previously authorized CPT or OPT: If applicable, upload all I-20s with CPT Authorization and/or OPT from any U.S. based institution. *If you lost any Northwestern CPT I-20s, ask your advisor for a CPT printout.*
- Form I-20: Most recent I-20 with Post Completion OPT Recommendation on page 2. Sign the bottom of page 1.
- Payment: Be prepared with bank card (debit or credit) or bank withdrawal information. Confirm [filing fee on USCIS website](#).

## APPLICATION BY MAIL CHECKLIST

- Form G-1145: Download from [USCIS website](#) - electronic notification form
- Form I-765: Download from [USCIS website](#) - [see sample I-765](#)
- Form I-94: Include a copy of your most recent I-94 entry record. Download Form I-94 at [cbp.gov/i94](http://cbp.gov/i94), it is not necessary to provide your travel history.
- Form I-20: Most recent I-20 with Post Completion OPT Recommendation on page 2. Sign the bottom of page 1.
- Copy of Initial or Transfer Pending I-20 from Northwestern University
  - *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 U.S. based institutions.*
- Copy of ANY I-20s with CPT Authorization on 2nd page - from Northwestern AND any other U.S. based institutions.
- Copy of Passport Biographical Page
- Copy of U.S. F1 Visa Stamp (even if it is expired)
- 2 NEW U.S. passport style photos - Taken within last 6 months. Write full name & I-94 number on back of photos. Review the [U.S. Department of State Photo requirements website](#).
- Payment: Personal Check, Money Order, or Cashiers Check. Made payable to "U.S. Department of Homeland Security". Confirm [filing fee on USCIS website](#).
- If you previously applied for OPT, include a copy of the front and back of your Employment Authorization Document(s) - EAD(s): *If you lost your EAD(s), include a copy of your receipt notice or approval notice with a statement explaining your EAD was lost.*

\*Disclaimer: The Northwestern University Office of International Student & Scholar Services (OISS) offers guidance on Optional Practical Training (OPT) and OPT STEM applications as a courtesy to NU students. We make every attempt to ensure that we provide you with the most up to date information available. However, any advice provided to you by our office does not constitute legal advice. You should always independently check all deadlines and all OPT and STEM OPT application documents for accuracy before mailing them or submitting them online to United States Citizenship and Immigration Services (USCIS). The OPT application is a personal application for which you are responsible. The application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. While OISS exercises best efforts to provide you with the most current guidance, please be aware that USCIS may change its interpretation of applicable policies, procedures, regulations, and eligibility requirements at any time. OISS is not responsible for, and expressly disclaims liability for, any errors or omissions relating to your OPT application and any decisions made by USCIS. For legal advice, students are encouraged to consult with a licensed and experienced immigration attorney at their own expense.