## Checklist

1. Submit the request for OPT via the OISS Portal ([oissportal.northwestern.edu](http://oissportal.northwestern.edu))
2. I-765 Form - [USCIS.GOV](https://uscis.gov) (print single-sided)
3. G-1145 Form - [USCIS.GOV](https://uscis.gov) - electronic notification form
4. 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 schools.
5. Copy of ANY I-20s with CPT Authorization on 2nd or 3rd page - from Northwestern AND any other US Institution.
6. Print out of your most recent I-94 Record - [cbp.gov/i94](https://www.cbp.gov/i94)
7. Copy of Passport Biographical Page
8. Copy of U.S. F1 Visa Stamp
9. 2 NEW U.S. passport photos - Taken within last 6 months
   - Write full name & I-94 number on back of photos
10. Personal Check, Money Order, or Cashiers Check
    - Made out to the U.S. Department of Homeland Security for $410.00
11. Copy of front and back of previous EAD Card
    - Only if approved for OPT in the past
12. 1 updated original I-20 with OPT Recommendation
    - Keep the second updated original I-20 for your records **

## Instructions

1. Attend an OPT workshop - see our website for the schedule
2. Complete electronic request for OPT via the OISS Portal ([oiss.northwestern.edu](http://oiss.northwestern.edu))
   - Refer to the [OPT Timeline](http://oiss.northwestern.edu) to determine when you can submit this e-request to the OISS.
3. Your OISS Advisor will have your OPT Recommendation I-20s ready in 1 week.
4. Gather all OPT Checklist documents and visit the OISS during walk-in advising hours.
5. Pick up your updated I-20s from OISS (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.
10. Questions? Contact OISS Advisor!

**New documents will be available after successful submission of the OPT Request via the OISS Portal. You are responsible to mail the application to USCIS.