

Checklist for Optional Practical Training (OPT)

Below is a list of documents USCIS requires you to submit in order to be authorized for OPT:

1. A completed Form I-765 Application for Employment Authorization. To obtain the most current version of this form, visit www.uscis.gov/i-765. It is highly recommended that you review all the instructions on this page to ensure you are properly completing the application.
 - Enter “c 3 B” in the blanks on question 27 indicating you are applying for post-completion OPT.
2. A check or money order made out to the **U.S. Department of Homeland Security** for the current filing fee. You can view this fee on the page listed above by clicking on the Filing Fee menu. Your name and address should appear in the appropriate fields on the check or money order.
3. Photocopies of current immigration status/legal documents:
 - Passport
 - Visa
 - Form I-94 (You can get this form online at <https://i94.cbp.dhs.gov/i94/#/home#section>, click on Get Most Recent I-94, click Consent and Continue, enter your personal information, click Next, then print the results page.)
 - All previous Employment Authorization Document (EAD) cards, if applicable
4. Photocopies of **ALL** prior I-20 forms.
5. Two (2) color photographs (passport type photos).
 - Write your full name and date of birth on the back of each photo
6. Letter from P/DSO indicating current academic status and expected date of completion of studies.
7. New I-20 with recommendation for OPT endorsed by P/DSO.

The earliest date to submit an OPT application packet is 90 days before completing degree. Student must submit Graduation Interest Form on WebAdvisor before being able to obtain items 6 & 7 above.

It is highly recommended that you send your documents by certified mail.

YOU MUST RECEIVE THE EAD CARD BEFORE YOU CAN BEGIN WORKING. YOU MUST NOTIFY TCC INTERNATIONAL STUDENT ADMISSIONS & COMPLIANCE WHEN YOUR OPT CARD IS RECEIVED.

If after requesting an OPT I-20 from TCC International Student Admissions & Compliance, you decide not to send your application to USCIS, you must notify us. Please send an email to InternationalAdmissions@tccd.edu telling us that you no longer plan to apply for OPT and indicating the date you intend to leave the U.S. If you do not notify us, we will be unable to adjust your SEVIS record to accurately reflect your situation.