Checklist to Apply for Standard Optional Practical Training

Complete the following documents and items before scheduling an OPT appointment with an ISS Advisor:

☐ Complete OPT Seminar
  o Sessions will be held in person, or you can view the PowerPoint from online
  o Complete the OPT Seminar Guide to turn in at your one-on-one meeting to verify seminar attendance

☐ Student Request for OPT
  o Complete online form at http://ualr.edu/international/optrequest/

☐ Program End Date Verification
  o After completing the Student Request for OPT, you will receive an email with a pre-filled Program End Date Verification form.
  o Print this form and receive the required signatures. Graduate students need a signature from the Graduate School

☐ I-765 Form
  o Write your name as it appears on your I-20, following the instructions for capitalizing your surname
  o Use a permanent address where you will collect mail for the next 6 months. Use the address for International Student Services if you are unsure about the reliability of your address.
  o Questions 12-13:
    - Refer to your I-94 available at www.cbp.gov/i94
    - Little Rock is not a port of entry
  o Question 16 Code:
    - Standard OPT: (C) (3) (B)
    - Pre-completion OPT: (C) (3) (A)
    - STEM Extension: (C) (3) (C)
  o Question 17:
    - Skip this question when applying for Standard OPT.
    - When filing STEM Extension, file out according to Human Resources at your employer.

☐ G-1145
  o Use an email address that will remain valid throughout your OPT

☐ $380 Money Order or Check
  o Check should be payable to Department of Homeland Security.
  o On the memo line, indicate “I-765 fee”
  o Include your SEVIS number on your check (located on the upper right corner of your I-20)

☐ 2 Travel Sized Photos
  o Available from Walgreens or the US Post Office

☐ Copies of Immigration Documents
  o You must make copies prior to your OPT Appointment
  o Passport Bio Page
  o Visa Page
  o Arrival stamp for latest arrival (often opposite the visa)
  o I-94 (front and back if you have the card from an arrival prior to April 2013)
  o Any previous I-20 with a reduced course load or employment authorization
  o I-20s for any dependents in the United States
  o EAD from a previous employment authorization, if applicable

Other considerations:

☐ The window of time to apply for Standard OPT is 90 days before your program end date to 60 days after program end date. The OPT processing time is 2-3 months; therefore, early applications are encouraged.

☐ International Student Services will not process any OPT requests the first two or last two weeks of any semester.

☐ It is your responsibility to mail your OPT application to USCIS. Applications must be received by USCIS within 30 days of the OPT I-20 date.

☐ International Student Advisor will not be process OPT without completed Program End Date Verification form.