

Before OPT Application Checklist:

- Attend the Practical Training Workshops
- Contact Global Programs to schedule an appointment with Haeri Chee, PDSO.
- Contact your respective department to schedule an appointment with your Academic Advisor to obtain a Recommendation Letter for OPT (refer to the sample letter in the OPT Packet)
- Prepare all of the following prior to your scheduled appointment with Haeri Chee:
 - Immigration Documents
 - Passport (old and current)
 - I-20s (Old and current)
 - I-94 (white departure card)
 - Visa (F1)
 - Other US Immigration documents (if available)
 - Recommendation Letter from your Academic Advisor with actual date of completion of studies
 - Two(2) Current Photos – US Visa/Passport requirements (Refer to OPT Packet for specifications)
 - Check or Money order (\$380), payable to US Department of Homeland Security
 - Completed Form I-765
- Meet with Haeri Chee for your appointment to prepare all the necessary application documents to be mailed out. If all the requirements are met, you will receive a sealed envelope by the end of the appointment to be mailed by certified, registered, insured or express.

After OPT Application Checklist:

- Receive a notification receipt from the US Citizenship and Immigration Services (USCIS) indicating that your OPT Application has been received for processing. Note: usual time to receive receipt is within two weeks of application.
 - Bring the notification receipt to Haeri Chee / PDSO to be copied
 - If you have not received the receipt after one month from your application, call the NCSC, National Customer Service Center at 1-800-375-5283.
- Receive an approval notice from USCIS indicating that your OPT Application has been approved. Bring the approval notice to Haeri Chee / PDSO at Global Programs to be copied.
- Receive your OPT Card – also Known as the Employment Authorization Document(EAD) – within 90 days of the application
 - Bring EAD to the PDSO to be copied
 - If you haven't received the EAD after 90 days you application, call the NCSC at 1-800-375-5283 and provide your receipt number

During OPT Checklist:

- Notify your PDSO of the following:
 - Employment start date
 - Employment end date
 - Employer name and address
 - Full-time (40 hours per week), part-time, or volunteer
 - If you have a change of status (i.e., H-1B, R-1, Permanent Resident, etc)
 - If you decided to leave the country or apply to another school
 - IMPORTANT: Contact your PDSO on or around the end date on your EAD so that your immigration record will be updated accordingly
- Do not accrue more than 90 days of employment from your OPT start date and throughout the OPT period. The 90 days is cumulative and does not reset the moment you are employed