Submit your OPT application during Davis IC OPT Processing Walk-In Hours:
Monday - Thursday 2:00 p.m. - 4:00 p.m. & Friday 9:00 a.m. - 12:00 p.m.

Please submit your application in the following order to the Davis IC (87 Prospect Avenue, 1st Floor):

- **Two (2) passport-style photos**
  - You must write name and I-94 number on the back of both photos *lightly*, in pen
  - Two 2x2 passport-style photos
  - May be obtained free of charge from Princeton’s TigerCard Office

- **$380 bank check, money order or personal check**
  - Checks must be from a U.S. bank
  - Made payable to *U.S. Department of Homeland Security*

- **OPT Advisor Recommendation Form**
  - The form must be completed and signed by your Academic Advisor or Residential College Dean, or another authorized personnel who can verify your academic progress and good standing

- **OPT Student Certification Form**

- **Form G-1145 - E-Notification of Application/Petition Acceptance (optional)**
  - You will receive an e-mail or text message informing you USCIS received the application

- **Form I-765 - Application for Employment Authorization**
  - Complete items 1-16, sign and date. Sign the form in *blue ink*.
  - Check the box: *Permission to accept employment*
  - The codes for item 16 are: (c)(3)(A) for Pre-Completion OPT | (c)(3)(B) for Post-Completion OPT
  - **Undergraduate Students:** Use *Davis International Center* mailing address for Item 3
    - Princeton University - Davis IC, Princeton, New Jersey 08544
    - Frist mailbox addresses are problematic due to graduation dates overlapping with OPT application periods and difficulties in forwarding mail
  - **Graduate Students:** Use your *residential or departmental* address for Item 3
    - DO NOT use the Davis IC mailing address
    - If you use your departmental address, please use the following form at: Princeton University – Dept 3-Letter Abbreviate (i.e. ELE, MAE, COS), Princeton, New Jersey 08544
    - Address must be valid for at least 120 days. USPS will not forward government mail – even if you change your address with the post office and/or sign up for forwarding mail service.

- **Photocopies of the following:**
  - F-1 visa stamp in passport (except for Canadian citizens).
  - *Both sides* of your I-94 card (small, white card stapled in passport) if you still have one or if you re-entered the U.S. after April 30, 2013, a photocopy of the most recent I-94 admissions stamp from your passport and an electronic I-94 printout that you may retrieve from: [www.cbp.gov/I94](http://www.cbp.gov/I94)
  - Identity page(s) of passport, *including the expiration date*.
  - 1st and 3rd pages of ALL previously issued I-20s (Princeton and any other institutions)
    - Make certain all I-20s have been signed in Item 11
    - USCIS requires copies of all I-20s issued. OPT request may be delayed or denied if previous copies aren’t included. If you were an F-1 student at another U.S. institution prior to starting program at Princeton, but you don’t have previous I-20s, you should write a letter stating that you did not keep the previous I-20s and could not get copies from previous school(s).

- **Photocopy of previous Employment Authorization Documents (EAD) (if applicable)**
  - If previously engaged in OPT, include photocopies of previous EAD card(s) - front & back to submit with OPT application. If you no longer have the card(s), submit a letter stating that you no longer have it.

[www.princeton.edu/davisic](http://www.princeton.edu/davisic)