Princeton University – Davis International Center
Optional Practical Training (OPT)
Checklist

Submit your application during the following times and in the following order:
Monday - Friday 9:00 a.m. - 4:30 p.m.
Please do not staple your documents and submit single-sided copies only

☐ Two (2) 2x2 passport-style photos
  • May be obtained from Princeton’s TigerCard Office. If you wear eyeglasses, make sure to take them off before taking a photo. You must write your name and I-94 number on the back of both photos lightly, in pen.

☐ $410 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/director of graduate studies (graduate students) or residential college dean/director of studies (undergraduate students).

☐ 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 1-20. We recommend that you type it. You date and sign the form in blue ink.
  • Check the box: Permission to accept employment
  • The codes for item 20 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
    o Princeton University - Davis IC, Princeton, New Jersey 08544
    o 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
    o DO NOT use the Davis IC mailing address
    o If you use your departmental address, please use the following format:
      Princeton University – Dept 3-Letter Abbreviate (i.e. ELE, MAE, COS), Princeton, New Jersey 08544
    o Address should 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).
  • 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
  • Identity page(s) of passport, including the expiration date.
  • Pages of ALL previously issued I-20s (Princeton and any other institutions)
    o Make certain all I-20s have been signed.
    o 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.

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