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. Citizenship and Immigration Services

☐ 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
  - 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).
  - 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)
    - Make certain all I-20s have been signed.
    - 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