Optional Practical Training (OPT) Checklist

Submit your OPT application Monday - Friday 9:00 a.m. - 4:30 p.m

Do NOT staple documents. Submit only single-sided copies

Please submit your application in the following order to the Davis IC:

☐ 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
    o May be obtained from Princeton’s TigerCard Office.
    o We recommend that you take off the glasses before taking a photo.

☐ $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 or Residential College Dean,
    or any 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 that USCIS received your 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
    o Princeton University - Davis IC, Princeton, New Jersey 08544
    o First 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 form at: Princeton University – Dept 3-Letter Abbreviation (i.e. ELE, MAE, COS), Princeton, New Jersey 08544
    o 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)
    o Make certain all I-20s have been signed.
    o USCIS requires copies of all I-20s issued, including those from previous schools. OPT requests may be delayed or denied if previous copies aren’t included. If you don’t have previous I-20s, you should write a letter stating that you did not keep the previous I-20s.

☐ 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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