Optional Practical Training Checklist

Please submit your application in the following order, with photos and a check attached on top, to the Davis International Center (87 Prospect Avenue). We regret that incomplete applications cannot be accepted. Submit your application during the OPT Processing Walk-in Hours: Monday through Thursday 2:00 - 4:00 pm and Friday 9:00 am - noon

_____ Two (2) passport-style photos. You must write your name and your I-94 number on the back of both photos LIGHTLY, in pen. Passport style photos are 2x2 and may be obtained from Princeton Photo, CVS, Pryde Brown and the UPS store. Locations are on our website.

_____ $380 check or money order made payable to US Citizenship and Immigration Services.

_____ Academic Advisor Recommendation. The form must be completed and signed by your advisor or authorized personnel from your department who can verify your academic progress and good standing.

_____ OPT Student Confirmation Form. Your OPT application cannot be processed if you don’t complete all items on the form, including OPT start and end dates.

*Students applying for Post-Completion OPT: Your OPT start date can be any day within 60 days after your program completion date. The expiration date of your I-20 is not necessarily the completion of your program. If you are an undergraduate student, your program completion date will be last day of Spring term examinations. If you are a Master’s student in a 1 year or a 2 year program, your official program completion date will be June 30th but, if you wish to start working earlier, you may start your OPT as early as one day after the Spring term examinations. If you are a PhD student, the end of the month in which you hold your FPO will be the completion of your program at Princeton. For example, if your FPO is on March 15th, then the end of March will be your completion date and not the end date on your I-20. You may also start working one day after your FPO.

_____ Form G-1145, E-Notification of Application/Petition Acceptance. This form is optional. If you include it, you will receive an e-mail or text message informing you 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

_____ ADDRESS

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<th>UNDERGRADUATE STUDENTS*</th>
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<td>Use Davis International Center, Princeton University, Princeton, NJ, 08544 as your address listed in item 3 of the I-765. *Frist mailbox addresses are problematic due to graduation dates overlapping with OPT application periods and difficulties in forwarding mail.</td>
<td>You may use your residential or your department address in item 3 of the I-765. Please note that your address must be valid for at least 120 days. The USPS will not forward government mail even if you change your address with the post office and/ or sign up for the forwarding mail service.</td>
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_____ Photocopies of the following: 1) F-1 visa stamp in your passport (except for Canadian citizens), 2) 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 30th, 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 3) Identity page(s) of your passport, including the expiration date. 4) 1st and 3rd pages of ALL previously issued I-20s (Princeton and any other institutions*) and make certain that all I-20s have been signed in item 11.

*The USCIS requires copies of all I-20s ever issued to you, and your OPT application may be delayed or denied if you don’t have these copies. If you were an F-1 student at another U.S. institution prior to starting your program at Princeton, but you don’t have your old I-20, you should write a letter stating that you did not keep the old I-20s and that you could not get copies from your previous school.

_____ Photocopy of your previous Employment Authorization Documents (if applicable): If you previously engaged in OPT, you will need a photocopy of your previous EAD card(s) - front and back to submit with your application. If you no longer have the card, submit a letter stating that you no longer have the card.