

Pre- and Post-Completion OPT Checklist

Before Starting

Please note that it can take the Texas Service Center 60-90 days or longer to review your application. Students should plan the date they will submit their application accordingly. Students must read information and regulations regarding Optional Practical Training (OPT) on the Office of International Education's website.

Additional information regarding OPT can be found at: www.uscis.gov. Click on "Immigration Forms", scroll down to "Application of Employment Authorization" form I-765 and click.

Checklist

1. Complete the 'TTU Request for Optional Practical Training Form'.
2. Complete form G-1145 (latest edition). Student can find the most current G-1145 form at: www.uscis.gov. Click on "Forms", scroll down to "E-Notification of Application/Petition Acceptance G-1145" and click. The G-1145 form is at the bottom of the screen. The government will contact you for issues, notification of your application, etc... based on the information you provide on this document.
3. Complete form I-765 (latest edition). Students can find the most current I-765 form at: www.uscis.gov. Click on "Forms", scroll down to "Application of Employment Authorization Form I-765" and click. The I-765 form is at the bottom of the screen.
4. New SEVIS I-20 with recommendation for practical training (this is done after all other requirements have been turned in and approved by the Designated School Official (DSO)). The below items must be followed.
 - a. Student's registration history in SEVIS should reflect "student in last semester"
 - b. DSO's signature required on pages 1 and 3
 - c. Student's signature required on page 1
 - d. **The copy of the I-20 pages 1 and 3 is sent, not the original**
5. Photocopy of both sides of the I-94 card (I-94 card of most recent entry to the US).
6. Photocopy of the photograph and information page(s) from the passport.
 - a. Passport must have an expiration date more than 6 months from the requested start date of OPT.
7. Two photographs:
 - a. The photos are the same type required for a passport. The two photos should have a white background and be taken within 30 days of sending the application. **Both photos must be identical and in color.**
 - b. The student's name must be printed on the back of each photo in **pencil**.

Office of International Education
Tennessee Technology University

- c. Photos should be sealed in an envelope with the student's name on it and the statement "I-765 photos".
8. Application fee:
 - a. A check or money order (no cash or credit card) is acceptable. The check is made payable to "Department of Homeland Security".
 - b. For the current application fee, please visit: www.uscis.gov Click on "Immigration Forms", scroll down to "Application of Employment Authorization" form I-765 and click. The application fee will be listed at the bottom.
 9. Turn page 1 and 3 of all previous I-20s (**copies only**). **This is optional not required**
 10. Submit all additional relevant information regarding your status and previous work experience (i.e. proof of previous OPT-EAD Card).

Before Mailing -When you have completed your OPT application, the DSO will need to review the application, and then create a new I-20 authorizing OPT. You will need to make an appointment with the DSO to finish your application. Please note, you are responsible to ensure the completed application is submitted.