

OPT APPLICATION CHECKLIST

For online applications (recommended)

1. ODU Request for OPT Form (completed by you and your department) & Regular OPT Responsibilities Form
 2. Online Form I-765
 - x **Create an account at myaccount.uscis.gov**
 3. Passport-style photo (2 by 2 inches) recently taken
 4. From your passport:
 - x Biographical information & expiration date page ~~not~~ (the address page)
 - x current U.S. visa stamp page
 5. Most recent I-94: Online printout **OR** if you haven't left US since 2013 or have had a change of status in the US, a copy of each side of ~~card~~ Form approval notice
 6. Copies of any previous EADs (if applicable)
 7. Copies of CPT and OPTs (if applicable)
 8. Download the draft version of the I-765 form
- x Please ~~upload~~ the draft I-765 along with all documents to ~~my account~~ myaccount.uscis.gov
- x Do NOT submit the I-765 until we review your OPT application and create your OPT I-2 to upload
- x Please ~~be~~ sure to view the sample application on our OPT page at odu.edu/visa/employment