

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF ADMISSIONS

The OPT application must be received by USCIS within 30 days of the date that appears on page 1 of the OPT I-20. In addition, all OPT applications must be received by USCIS within 60 days of the student's program end date.

USCIS Application Checklist

Assemble application materials in the order indicated below. Paperclip check and passport photos on top.

- **Form G-1145** (<https://www.uscis.gov/g-1145>)
 - Typed, not handwritten

- **Original, signed Form I-765** (<https://www.uscis.gov/i-765>)
 - Typed, not handwritten
 - At top, mark: Permission to accept employment
 - Item 15: Have you ever before applied for employment authorization from USCIS?
If yes, provide info for all previous EADs:
 - Which USCIS Office: California, Potomac, Texas, Vermont or Nebraska Service Center
 - Dates: Dates of EAD card validity (Handwrite if necessary)
 - Results: Granted
 - Item 20: Eligibility category is (c)(3)(B) {small c, number 3, capital B}
 - Signature: Use **black** ink to sign name in the signature box. Ensure the signature stays within the box.

- **Photocopy of Passport Name Page**
 - Page that includes photo, passport number and expiration date
 - Must be valid for at least 6 months from application date

- **Printout of I-94 Arrival/Departure form** (<https://i94.cbp.dhs.gov/i94/#/home>)

- **Photocopy of Complete OPT I-20, signed and dated at the bottom of page 1**

- **Two (2) U.S. Style Passport Photos**
 - Write your name and I-94 number on the back of each photo
 - Do not use photos from your home country
 - Passport photos must be 2"x2" with proper facial dimensions of U.S. Style passport photos
 - See passport photo guidelines on the OPT online workshop for examples

- **\$410 Check for Application Fee**
 - Make check payable to: US Department of Homeland Security
 - Write your date of birth and I-94 number on front of the check in the memo section (bottom left corner)
 - Do not write or sign on the back of the check
 - Check must have an imprinted name in upper left corner and either imprinted or handwritten address
 - Check must be a U.S. check drawn on U.S. bank but does not need to be from your own account

If applicable, include:

Photocopies of all previously issued EAD cards, CPT I-20s and OPT I-20s