

# 12-MONTH POST-COMPLETION OPT CHECK LIST

You do **NOT** need to include this form in your packet to USCIS

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_  
(Family/Surname) (First/Given Name)

LIST OF DOCUMENTS	Yes	No	COMMENTS
Academic Advisor Recommendation Form completely filled out, with signatures. Your OPT start date cannot be more than 60 days from your graduation date or it will be denied.	<input type="checkbox"/>	<input type="checkbox"/>	
Form G-1145 (REQUIRED by ISAO) <a href="http://www.uscis.gov/files/form/g-1145.pdf">www.uscis.gov/files/form/g-1145.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>I-765 Form: TYPE THIS FORM (except for the signature). If you can't type or it will not fit, very CAREFULLY/clearly write in BLACK INK. Any errors due to handwriting will be your responsibility.</p> <ul style="list-style-type: none"> <li>Initial 12-month Post-Completion OPT applicants will check box "1a: Initial permission to accept employment"</li> <li>If it asks for you're A# or USCIS Online Acct #, you can write "NA" or "None" if you do not have one (most students will not; you will know if you already have one)</li> <li><b>#27:</b> Your eligibility category is <b>(c) (3) (B)</b> which means 12-month Post-Completion OPT. See below if you have done any CPT or OPT while in the U.S.</li> <li><b>You MUST sign your I-765</b> or it will be returned. Be sure to sign WITHIN the box.</li> <li>Page 4, Part 4 to page 6 can be skipped if you're not using an attorney, interpreter, or preparer</li> </ul> <p><b>Part 6 (page 7):</b> Complete this section <b>ONLY</b> if:</p> <ul style="list-style-type: none"> <li><b>You were authorized for CPT at any point in the U.S.</b></li> <li><b>You were authorized for OPT at any point in the U.S.</b></li> <li><b>You've used a different F-1 SEVIS ID in the US.</b> Example: you went to school in the U.S., left for 7 months, came back with a new I-20 that has a different SEVIS ID.</li> </ul> <p>For <u>each</u> of the items listed above, complete one box in Part 6. We suggest using the following Page number, Part Number, and Item number: <b>Page 3, Part 2, Item 27</b></p> <p><b>CPT:</b> List all of your CPT approvals. We suggest this title &amp; format:            CPT Authorizations:            EmployerName, StartDate – EndDate, PT or Full Time, DegreeLevel  <i>Example:</i>            CPT Authorizations:            Sprint, 01/01/2017 – 05/01/2017, FT, Bachelors</p> <p><b>OPT:</b> List all of your OPT approvals. We suggest this title &amp; format:            OPT Authorizations:            StartDate – EndDate, DegreeLevel, Type (STEM, post-comp., etc)  <i>Example:</i>            OPT Authorizations:            05/18/2017 – 05/17/2018, Bachelors, STEM</p> <p><b>Previous SEVIS IDs:</b> List any other F-1 SEVIS IDs you have ever had. We suggest this title &amp; format:  <b>Previous SEVIS IDs:</b>            SEVIS ID: N00xxxxxxxx: ProgramStartDate – ProgramEndDate, DegreeLevel  <i>Example:</i>            Previous SEVIS IDs:            N0012345678: 08/19/2016 – 05/17/2018, Masters</p>	<input type="checkbox"/>	<input type="checkbox"/>	Errors due to handwriting are your responsibility.

Check or money order to U.S. Department of Homeland Security for \$410. Your name and address should be on the check. Do NOT write on the back. In the memo/for section, you can write your full name or I-94 #. Or, you can pay with a credit card by completing form G-1450. If you are paying with a card, please DO NOT send your G-1450 to ISAO as it contains sensitive information.	<input type="checkbox"/>	<input type="checkbox"/>	Errors due to handwriting are your responsibility.
Two passport style photos: Have to be taken within 30 days of today's date. Write your name in PENCIL ONLY on the back. Make sure the top of your head/hair does not touch the top of frame in your picture.	<input type="checkbox"/>	<input type="checkbox"/>	
Printout of your I-94: <a href="https://i94.cbp.dhs.gov/i94/request.html">https://i94.cbp.dhs.gov/i94/request.html</a>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of your F-1 visa(s) and passport photo page	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of <b>ONLY</b> I-20s that show <b>Curricular Practical Training authorizations</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Copies of ANY &amp; ALL previous EAD cards whether it was done at another school or in another degree/level</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Once you have everything ready, drop off your completed packet at ISAO. You'll receive an email when it has been reviewed, processed, and is ready for pick-up. Our hours: Monday to Friday 8am to 5pm.</p> <p><b>PLEASE NOTE: waiting to submit your packet until the last minute or purposely applying late for OPT will NOT mean that you get more time on OPT or that you will get a later start date. If anything, submitting late may mean you will LOSE time on OPT. Your allotted 90 days of unemployment will NOT start counting until the START DATE LISTED ON YOUR EAD CARD.</b></p>			

**REQUIRED:** I certify and acknowledge that I must submit the required documents to USCIS in a timely manner, failure to do so may cause delay/result in a possible denial through no fault of ISAO. I understand the rules, regulations, and unemployment limits of my visa and my OPT :

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REQUESTED START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

Visit our website to ensure you understand ALL OPT reporting requirements and regulations:  
<https://info.umkc.edu/ISAO/current-students/opt/>

- Case Status: <https://egov.uscis.gov/casestatus/landing.do>
- Change of Mailing Address: <https://egov.uscis.gov/coa/displayCOAForm.do>
- EAD Card Was Lost by USPS: <https://egov.uscis.gov/e-request/displayNDCForm.do?entryPoint=init&sroPageType=ndc>
- Typographic Error on EAD card: <https://egov.uscis.gov/e-request/displayTypoForm.do?entryPoint=init&sroPageType=typoError>