Optional Practical Training
Application Packet Checklist

1. Complete Form I-765 (use code (c) (3) (B) for item #16)

2. Include two identical passport-style photos

3. Enclose a personal check, or money order made payable to “Department of Homeland Security” for the amount of $380.

   **Note:** Cash or bank/counter checks are not accepted by the USCIS.

4. The following is a checklist of all documents that should be included in the OPT application packet:

   - Two passport style photographs (2”x2”)
   - Check or money order for $380 made payable to “U.S. Department of Homeland Security”
   - Completed Form I-765 (www.uscis.gov)
   - Photocopy of passport data page
   - Photocopy of visa stamp in passport
   - Photocopies of front and back of I-94 arrival/departure card
   - Photocopy of Form I-20 that has been designated for OPT on page three by the International Student Advisor/Designated School Official.

The application packet should be mailed to the USCIS Service Center with jurisdiction over your current place of residence at the time of mailing. Please see Form I-765 instructions for proper mailing procedures and addresses.