

Optional Practical Training (OPT) CHECKLIST

NAME _____

TECH ID _____

STUDENT SUBMITS

- Unofficial MSU Transcript (full time each term)
- Copy of unexpired Passport
- Copies of both sides of I-94 Card
- Photocopies of previous EAD cards (if they have)
- Original **AND** copy of completed I-765
- Copies of any previous I-20s
- Letter from Advisor **OR** Supplemental Info sheet for OPT

Optional to submit to Kearney International Center, but student **MUST** mail with OPT packet to USCIS:

- \$340 fee payable to the USCIS
- 2 Photos (with name and I-94 number written on back)

KEARNEY INTERNATIONAL CENTER STAFF CHECKS THAT STUDENT IS OPT ELIGIBLE

- Enrolled full time or RCL
- Major
- No holds
- Passport date is valid
- Student Set to F-1 (not XX)

KEARNEY INTERNATIONAL CENTER STAFF UPDATES NEW I-20 ON SEVIS DATABASE

- Shorten Program Date in ISRS
- Date recommended for OPT in ISRS
- Kearney International Center prints I-20 and signs #10 on page 1 of the I-20 and signs page 3 of the I-20

KEARNEY INTERNATIONAL CENTER FRONT DESK PROCESSES

- Have student sign and date original I-20
- Make a copy of the signed I-20 and file one in the student's file, give original to student

Give student the following items to pick up for OPT. Student mails them to USCIS:

- Copy of signed I-20 with OPT recommendation
- Copy of previous I-20s
- Copy of previous EADs (Employment Authorization Card – looks like SS card)
- Copy of unexpired passport
- Copy of BOTH SIDES of I-94 card
- Original Photos with name, I-94 number written on back – if we don't have, remind student to mail
- Original check for \$380 made out to USCIS with I-94 number written in memo – if we don't have, remind student to mail
- Original I-765
- Put on Hold (0058) to begin on the start date of OPT and end with a 9999. You can find these dates on page 3 of the new I-20.
- Front Desk will enter non-MSU e-mail address of student to: N:\IC\ISSS\Staff\OPT\CopypofOPT-CPT-EHEmailAddresses

COMMENTS _____

