FITCHBURG STATE UNIVERSITY

Full Name: _____

OPT Application Procedure and Checklist

1. **Attend the OPT workshop *check the schedule with OIE***
2. **Proof of graduation or completion of your program (letter from the Registar).**
3. **E-mail inthelp@fitchburgstate.edu or drop off your OPT packet with OIE staff (before an I-20 will be issued)**
4. **Inform OIE of your OPT start date**
5. **Request OPT I-20 from OIE (and include this checklist with you packet)**
6. **Be sure to have the following documents in your packet**

    ☐ Completed I-765 in this link: **https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf**
    Download and Signed in black ink. For more information about I-765, please go to this link: **https://www.uscis.gov/i-765**

    ☐ Copy of passport page

    ☐ Copy of visa page

    ☐ Copies of all previous I20s in chronological order with the most recent on top

    ☐ 2 passport size photos taken within the last 30 days with your first and last names written in pencil or felt tip pen on the back of both pictures.

    ☐ Copy of your I-94

    ☐ $410 personal check or money order made payable to the Department of Homeland Security (the Department of Homeland Security should be written in full and not abbreviated on the personal check or money order). Please note if you choose to pay by personal check, it must show your name and address printed on the check.

    ☐ **OPT I-20 (from the International Education Office)**
7. **Use the following link to confirm the mailing address the complete OPT application must be sent to: https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities**

8. **Send your application via courier (such as DHL or FedEx so you know someone has signed for and received your application) OR USPS certified mail with return receipt.**
9. **Please note that you must send in your application within 30 days of the issue date/signature of your OPT I-20 or you will be denied.**