

# OPT APPLICATION CHECKLIST

For online applications (recommended)

1. ODU Request for OPT Form (completed by you and your department) & Regular OPT Responsibilities Form
  2. Online Form I-765
    - x **Create an account at [myaccount.uscis.gov](https://myaccount.uscis.gov)**
  3. Passport-style photo (2 by 2 inches) recently taken
  4. From your passport:
    - x Biographical information & expiration date page ~~not~~ (the address page)
    - x current U.S. visa stamp page
  5. Most recent I-94: Online printout **OR** if you haven't left US since 2013 or have had a change of status in the US, a copy of each side of ~~card~~ Form approval notice
  6. Copies of any previous EADs (if applicable)
  7. Copies of CPT and OPTs (if applicable)
  8. Download the draft version of the I-765 form
- x Please ~~upload~~ the draft I-765 along with all documents to ~~myaccount.uscis.gov~~
- x Do NOT submit the I-765 until we review your OPT application and create your OPT I-2 to upload
- x Please ~~be~~ sure to view the sample application on our OPT page at [odu.edu/visa/employment](https://odu.edu/visa/employment)