

## F-1 OPT Online Application Checklist

**REMINDER:** The OPT application must be received by USCIS within 30 days of the date on which ISSS issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied. Please contact your ISSS advisor to request OPT I-20 if yours is almost 30 days old and you have not submitted it yet.

### To prepare the OPT online application for USCIS, assemble the following requirements:

- ✓ [I-765 Application Fee](#)
  - the current fee is **\$410**; Please see <https://www.uscis.gov/i-765> under Filing Fee.
  - Note: there is NO biometric fee for OPT.
- ✓ [US Passport-Style Photo](#)
  - Upload a clear color image of your face taken within the last six months. No selfies or photo filters. No glasses. White or off-white background only. Refer to the photo guidelines on [Department of State website](#).
- ✓ [Form I-765](#)
  - Please refer to our filing guide for form I-765 for OPT [at this link](#).
  - USCIS provides [tips for filing online](#) on its website also.
- ✓ **Digital copies of your documents:**  
*can be in black and white or color. Must be in [acceptable formats](#).*
  - New OPT I-20 (make sure to sign and date before you upload it)
  - Passport Identification or biographical page(s)
  - Most recent I-94 record, found at I94 Official Website: [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - All previous EADs (if applicable), **front and back**
  - All previous CPT and/or OPT authorized I-20s – see <https://global.upenn.edu/iss/f-1-opt-faq> if you are missing I-20s.
    - If you have Change of Education Level I-20s, submit previous degree's I-20 and Change of Education Level I-20 in addition to above.

### Final Steps

1. Check all documents for completeness and accuracy. Refer to the USCIS [I-765 Instructions](#) and the [ISSS Online Filing Guide](#).
2. **Finally, if you decide NOT to apply for OPT or use your OPT benefits, please notify your ISSS Advisor.**