

# I-765 Post-Completion OPT Application Instructions

Make copies of all documents you are sending to USCIS for future reference



ST. FRANCIS COLLEGE  
THE SMALL COLLEGE OF BIG DREAMS

## Checklist

- **I-765:** Completed and signed. Download form and instructions at [www.uscis.gov/i-765](http://www.uscis.gov/i-765)
- **G-1145:** Complete and submit if you would like to receive email and text message receipt of the I-765. Download form at [www.uscis.gov/g-1145](http://www.uscis.gov/g-1145)
- **Personal check, money order, or credit card:** \$410 made payable to "U.S. Department of Homeland Security" If paying via a credit card, complete Form G-1450 at <https://www.uscis.gov/sites/default/files/files/form/g-1450.pdf>
- **Two passport style photos (2" x 2"):** You can usually get these from pharmacies (Walgreens, CVS, Duane Reade, etc.)
- **Copy of I-94:** Can be retrieved at: <https://i94.cbp.dhs.gov/i94/#/home>
- **Copy of passport biographical page:** Must be valid for at least six months
- **Copy of current visa:** Expired or valid
- **Copy of all previous I-20s:** This includes all previously attended colleges, universities, language institutes, high schools, etc.
- **Copy of signed OPT I-20:** This is given to you after you show that you have the above items. Be sure to sign and date on page 1!
- **Copy of any previous Employment Authorization Document (EAD):** If applicable, front and back

## Double-Check Signatures and Dates

### Check for correct form edition and send within timeframes

- Your I-765 should be sent no later than 30 days after DSO signature
- Your I-765 should be sent no later than 60 days after the completion date on your I-20

### If you receive your materials back from USCIS, do not resend

- Check dates, signatures, and contact DSO, if necessary

### USCIS may reject I-765 applications for any of these reasons:

- No signature on the I-765
- No proper payment
- No DSO or student signature on the I-20

### USCIS has accepted applications and then 90 days later denied I-765 applications if any of the following occur:

- Received more than 60 days after reported completion date on I-20
- Received more than 30 days after school or signature date on I-20