WASHINGTON COLLEGE
EST. 1782

Applying for OPT Checklist

What you need to complete:

☐ Fill out the I-765 Form available at https://www.uscis.gov/i-765
☐ Fill out G-1145 E-notification Form, http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf
☐ GEO OPT Application (Includes documentation from your academic advisor indicating your current academic status and your expected date of completion of studies)
☐ A check made out to **US Department of Homeland Security** for **$550.00**
☐ 2 passport style photos
☐ Photocopies of all prior Forms I-20
☐ Copy of ID pages from your passport
☐ Copy of your Form I-94
☐ Registrar's Office Approval Letter
☐ Official College Transcripts
☐ Copy of previous EAD card (if applied and were granted previously)
☐ #27 on I-765 (C) (3) (B) for regular OPT
☐ #27 on I-765 (C) (3) (C) for STEM extension

Additional materials needed from DSO:

☐ Cover letter for application
☐ Current form I-20 – DSO endorsed for OPT (copy)

Address to send application: (you should mail using some tracking service)

By Fed Ex or Express Mail:
USCIS
Attention: AOS
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

By US postal service:
USCIS
P.O. Box 660867
Dallas, TX 75266

After you have submitted your application to DHS, you must:

☐ Inform GEO of any change of address
☐ Inform GEO of receipt of your Employment Authorization Document from the U.S. Government
☐ Inform GEO once you are employed and provide GEO with the letter offering you employment that includes the following
  o Employer's name and address
  o Supervisor's name and contact information
  o Whether position is full or part time
☐ Provide GEO with a statement explaining how the position relates to your field of study.