

Northwestern State University of Louisiana
International Student Resource Center
Post-Completion OPT CHECKOUT - CHECKLIST

- Application fee of \$550 (effective Oct. 2, 2020).
 - I certify that I have made the money order/check payable to the “U.S. Department of Homeland Security”
 - I certify that I have signed the money order/check.
 - I certify that I have written my SEVIS Number on the memo line of the money order/check.
 - I certify that I have confirmed the correct dollar amount of the Application Fee.
- Two recent passport photos. Photos must meet US photograph requirements, or they will be rejected and delay processing.
 - I certify that they meet US photograph requirements. To confirm these requirements, visit: <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
 - I certify that I have lightly written in pencil my full name on the back of each photo.
 - I certify that I have lightly written in pencil my SEVIS number on the back of each photo.
 - I certify that I have lightly written in pencil my I-94 number on the back of each photo.
- Optional: Form G-1145 E-Notification/Petition Acceptance. <https://www.uscis.gov/g-1145>
 - I certify that I have read and understood the Form G-1145.
 - I certify that I have accurately provided my personal information. (First, Middle and Last Names, E-mail address (not your NSU address), and your Mobile Phone Number with Area Code).
- Form I-765 Application for Employment Authorization.
 - I certify I am using the latest I-765 form, obtained in <https://www.uscis.gov/i-765>
 - Part 1. I certify that I have checked #1.a “initial permission to accept employment”.
 - Part 2 #5.a. – 6. I certify that I have provided an address where I can receive mail for at least 5 months after submitting to USCIS (the US Post Office cannot forward government mail). You may use the ISRC as your mailing address, as listed:
c/o International Student Resource Center
125 Central Av Russell Hall
Ste. 227
Natchitoches, LA 71497
 - Part 2 #27. I certify that I have used the appropriate code based on my Eligibility Category: Post-completion OPT: (c)(3)(B).
 - Part 3 #1.a. I certify that I checked this box.
 - Part 3 #7.a- 7.b. I certify that I have signed and dated in blue ink after printing this document.
- New I-20 with OPT recommendation.
 - I certify that my personal information on the new I-20 is correct.
 - I certify that my education level is correct.
 - I certify that my major(s) is correct.
 - I certify that my program end date coincides with commencement day.
 - I certify that the new I-20 has been signed by Dr. Telba Espinoza-Contreras.
 - I certify that I have signed and date the new I-20.
 - I certify that the Employment Authorization information is correct. Post-Completion OPT,

Full Time, Requested, Start and End dates.

- I certify that the issue date on the new I-20 is not more than 30 days older before USCIS will receive the application
- Document Photocopies – Do NOT send any originals of these supporting documents.
 - I certify that I'm sending a copy of the New I-20 with OPT recommendation.
 - I certify that I'm sending a copy of all previously issued I-20s.
 - I certify that I'm sending a copy of my passport ID page.
 - I certify that I'm sending a copy of my F-1 visa.
 - I certify that I'm sending a copy of my I-94 record (print online: www.cbp.gov/i94).
 - I certify that I'm sending a copy of previously issued EAD card(s) (if applicable).
- Submit your application to USCIS
 - I certify that I have confirmed the appropriate USCIS lockbox to which I have to send the OPT Application Packet. <https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>
- Please be aware of these common reasons for OPT denial:
 - Did not mail the application within 30 days of getting the new I-20 with OPT recommendation.
 - Applied more than 90 days before end date of the program of study.
 - Did not apply before the 60th day after completion of the program of study.
 - Did not sign the I-765 between the lines on signature line.
 - Did not check one of the boxes (Post/Pre-Completion OPT) at the top of the I-765 form.
 - Did not use an address that is valid for 90 days.
 - Did not sign the money order or check.
 - Had insufficient funds in checking account if paid with check.
 - Did not send most updated Form I-765 located at www.uscis.gov/i-765
 - New OPT I-20 does not have OPT or STEM OPT recommendation on 2nd page. Program completion date on I-20 is incorrect.
- I acknowledge that while I have thoroughly reviewed the application for OPT with the assistance of the ISRC, it is my own responsibility to submit a complete and correct application to U.S. Citizenship and Immigration Services.**

With this signature I certify that I have meticulously checked that all my information and documents are correct.

Print Name

Date:

Signature