

# Optional Practical Training (OPT) Student Checklist Howard Community College

## Required Documents:

- \_\_\_\_\_ Form I-538 to be completed to the HCC International Advising Office
- \_\_\_\_\_ Form I-765, Application for Employment Authorization, to be completed and sent to USCIS before the program completion date is reached (suggested filing time is 3 months prior to employment start date)  
  
Visit <http://www.uscis.gov/files/form/I-765.pdf> (Rev.04/08/08) to fill out information. Print out and sign.  
If you are seeking pre-completion OPT, enter **(c)(3)(A)** in item 16 as eligibility category  
If you are seeking post-completion OPT, enter **(c)(3)(B)** in item 16 as eligibility category
- \_\_\_\_\_ A check made payable to the order of “Department of Homeland Security” in the amount of the fee required for Form I-765 (currently \$340.00 as of 04/08/08)
- \_\_\_\_\_ Prepared I-20 with Employment Authorization request
- \_\_\_\_\_ Photocopies of **all** prior I-20’s (pages 1 & 3)
- \_\_\_\_\_ Two passport style photos (taken no earlier than 30 days before submission to USCIS)
- \_\_\_\_\_ Copy of both sides of the I-94
- \_\_\_\_\_ Copy of the ID pages from passport
- \_\_\_\_\_ Copy of previously issued Employment Authorization documents (if applicable)

All the above information must be sent BEFORE THE PROGRAM COMPLETION DATE to

USCIS Service Center  
Attn: I-765  
75 Lower Welden Street  
Saint Albans, VT 05479-0001

04/09/2008