



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

OPT APPLICATION SUBMISSION CHECKLIST

Step 1: Complete the [Student Request for OPT Form](#) for ISS

Step 2: Schedule an appointment with the ISS Office

- Email internationalhouse@lawrence.edu to schedule an appointment.
- Receive **NEW form I-20 with OPT recommendation** from the ISS advisor (this MUST be completed before you submit your I-765)

Step 3: Gather and complete the following items prior to your appointment with International Student Services (ISS). Please wait to submit your OPT application during this step.

- Create an account online at uscis.gov/i-765
- You will need to upload the following items:
 - NEW I-20 with OPT recommendation (Received at meeting with ISS advisor)
 - Electronic **Passport style photos** (Review photo requirements on the USCIS [I-765 Page](#), "Instructions for Form")
 - Photocopy of the **photo identification page** of your passport
 - Photocopy of your current **F-1 visa stamp** page in passport
 - Your most recent form **I-94** (printed from <https://i94.cbp.dhs.gov/i94/#/recent-search>)
 - If applicable, evidence of CPT employment, copies of prior I-20s with CPT authorization
- Prepare to pay the **\$410.00 fee** (final step in the online I-756)
- If applicable, complete and submit the [Permission to Open Mail Form](#) to ISS, only if using Lawrence University as the receipt address for your OPT application.
- If applicable, complete and submit the completed [Form PS3801](#) Standing Delivery of Mail Order for Lawrence Mail Services, if you wish for Lawrence Mailroom staff or another person to accept the delivery of USCIS correspondence
- If applicable, a copy of a **job offer letter stating a specific employment start date** (Note: A job offer is not required to apply for standard post-completion OPT.)
- If applicable, expired or current **EADs** (Employment Authorization Documents)

Part 3. Submit application materials to USCIS



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- Review application materials and make a copy for your records
- Submit your I-765 application materials and new I-20 (within 30 days of ISS's OPT recommendation I-20)

It is recommended to complete the I-756 online. However, if you wish to complete a paper I-765 form and mail in the required documents, please talk to an ISS advisor on the steps you need to follow. If mailing in the I-765 you will need to complete the [Form G-1145](#), if you wish to receive e-notification of application/petition acceptance.