


How to Apply for OPT Checklist

Step 1 Know your stuff!!

- ❑ Understand what OPT is! Are you eligible? When can you apply?
Visit <http://iss.ku.edu/opt> for various OPT topics, videos, instructions and samples

Step 2 Download, print & complete forms

<http://iss.ku.edu/opt-howtoapply>

**Processing times can
take 3-5 months!** 

- ❑ Complete USCIS forms following USCIS instructions
 - **I-765** (required);
 - **G-1145** (optional for email & text notification) &
 - **G-1450** (optional for credit card payment)
 - Download from <http://www.uscis.gov> Forms > I-765, G-1145 & G-1450.
 - Type in your answers before printing the forms. Sign in black ink.
 - See [I-765 Example \[pdf\]](#)
- ❑ POST-completion OPT applicants only (most common): Read and sign the “[Responsibilities While on Post-Comp OPT](#)” Form [pdf]
- ❑ PRE-completion OPT applicants only: [order a transcript](#) or print out your Degree Progress Report found in the Advising Tool in the myKU Portal, showing that you have met the one full academic year of full-time enrollment requirement.

Step 3 Scan supporting documents

Scan the following documents as separate PDF documents

(if multiple pages within the same category, scan as 1 multipage PDF)

- ❑ Signed ISS form “Responsibilities While on Post-Comp OPT” – for POST-comp OPT only
- ❑ Completed & signed USCIS Form I-765 - *(scan as 1 multipage PDF)*
- ❑ Completed USCIS Form G-1145 (optional but recommended)
- ❑ Completed USCIS Form G-1450 (if paying by credit card)
- ❑ Passport page(s) showing your name, photo, and expiration
- ❑ Most recent Electronic I-94 record (<https://i94.cbp.dhs.gov>); or paper I-94 card (front and back)
- ❑ Visa (most recently used when last entering the U.S.)
- ❑ Previously issued Employment Authorization Documents (EADs), if any (front and back)
- ❑ If attended a school other than KU under a different SEVIS number, any previously issued OPT and/or CPT I-20s
- ❑ PRE-comp OPT applicants only: Transcript or Degree Progress Report printout

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Step 4 Submit OPT I-20 request via iHawk & make an OPT appointment at ISS

❖ Log into iHawk (<https://ihawk.ku.edu>)

- **Complete all associated e-forms** under "F-1 Practical Training" → "OPT I-20 Request"
- Upload the scanned supporting documents as prompted in the e-forms.
- Forms 1 - 4 may be submitted in any order.
- If needed, watch the "[How to Choose Your OPT Dates](#)" video (OPT webpage) before submitting form 1.
- Form 2 asks for your academic/graduation advisor's email address as it requires that they verify your anticipated degree/program completion. You should visit with your advisor before submitting this form.
- The final form 5 becomes available only once the first four forms are in = Complete status. (If form 2 shows = Awaiting Answer this means that your academic/graduation advisor has not yet completed their verification.)

❖ **After submitting Form 5, call or visit the ISS office** to make an OPT appointment with an ISS immigration advisor.

Your OPT I-20 request will not be reviewed and processed until you attend this OPT appointment.

Step 5 Come prepared to your ISS OPT appointment

- ISS advisor verifies your F-1 status and creates a new OPT I-20
- If applicable, the advisor shortens your program end date in SEVIS and on your new I-20.

BRING TO APPOINTMENT

Completed Original Forms:

- I-765 form
- G-1145 form (optional), for email/text message notification of application receipt
- Responsibilities While on Post-Comp OPT form

Original Documents:

- Passport
- Paper I-94 (if you have one); or printout of your Electronic I-94 record (<https://i94.cbp.dhs.gov/i94>)

Photocopies:

- Passport ID page(s), visa and I-94
- Previously issued EADs (Employment Authorization Document), if any (front and back)
- Previously issued OPT and/or CPT I-20s under a different SEVIS number at a school other than KU, if any
- PRE-comp OPT applicants only: Transcript or printout of your Degree Progress Report

Also bring for a complete application:

- Payment
 - G-1450 Form (optional, but necessary if paying by credit card)
OR
 - \$410 U.S. check or money order made payable to U.S. Department of Homeland Security ([sample image](#))
- 2 passport style photographs taken within 30 days ([US passport photo guidelines](#))

Step 6 Mail your complete application to USCIS

- Mail your complete application to USCIS per instructions from the ISS advisor