



Princeton University – Davis International Center

Optional Practical Training (OPT)

Checklist

INSTRUCTIONS: Submit your OPT request through <https://tigernav.princeton.edu/>. You will be required to upload the documents with an asterisk indication. You will receive an e-mail when your I-20 with the OPT recommendation is ready to be signed. Please follow the instructions in the email outlining the next steps.

- Two recent 2x2 passport-style photos**
 - As per USCIS instructions, “You must submit two identical color passport-style photographs of yourself taken recently. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The two identical passport-style photos must be 2 by 2 inches. The photos must be in color with a full face, frontal view, on a white to off-white background. Head height should measure 1 to 1 3/8 inches from the top of your hair to the bottom of your chin, and eye height is between 1 1/8 to 1 3/8 inches from the top of your eyes to the bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member. Using a pencil or felt pen, lightly print your name and A-Number [or I-94 number] on the back of the photo.”
- \$410 bank check, money order, or personal check**
 - Checks must be drawn on bank in U.S. and payable in U.S. currency
 - Make payable to U.S. Department of Homeland Security. Do not abbreviate “USDHS” or “DHS”
- *OPT Advisor Recommendation Form**
 - The form must be completed and signed by your academic advisor/director of graduate studies (graduate students) or residential college dean/director of studies (undergraduate students).
- Form G-1145 - E-Notification of Application/Petition Acceptance (optional)**
 - You will receive an e-mail or text message informing you that USCIS received the application
- *Form I-765 - Application for Employment Authorization**
 - Please follow the [I-765 instructions](#).
- *Photocopies of the following:**
 - F-1 visa stamp in passport (except for Canadian citizens) or I-797 Approval Notice from USCIS (if you changed your status to F-1 in the U.S.).
 - The most recent I-94 admissions stamp from your passport *and* an electronic I-94 printout that you may retrieve from: www.cbp.gov/I94
 - Identity page(s) of passport, *including the expiration date*.
 - Pages of ALL previously issued I-20s (Princeton and any other institutions)
 - Make certain all I-20s have been signed and dated.
 - USCIS requires copies of all I-20s issued. OPT requests may be delayed or denied if previous copies aren't included. If you are missing I-20s that were issued to you by Princeton or a previous institution, you should write a letter stating that you no longer have those I-20s in your possession and include the details of any CPT/OPT listed on the missing I-20s.
- *Copy of Enrollment Verification (from TigerHub)**
- *Photocopy of previous Employment Authorization Documents (EAD) (if applicable)**
 - If previously engaged in OPT, include photocopies of previous EAD card(s) - front & back to submit with OPT application. If you no longer have the card(s), submit a letter stating that you no longer have it.

<https://davisic.princeton.edu>