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.”

☐ Bank check, money order, or personal check for filing fee
  • The filing fee is $410.00 if your application is postmarked before October 2nd, 2020 or $550.00 if your application is postmarked on or after October 2nd, 2020.
  • 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)
    o Make certain all I-20s have been signed and dated.
    o 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 front and back of previous EAD card(s). If you no longer have the card(s), submit a letter stating that you no longer have it.