Submit your application during the following times and in the following order: Monday - Friday 10:00 a.m. - 4:00 p.m.  
*Please do not staple your documents and submit single-sided copies only*

☐ Two (2) 2x2 passport-style photos  
  • If you wear eyeglasses, make sure to take them off before taking a photo. You must write your name and I-94 number on the back of both photos *lightly*, in pencil or felt pen.

☐ $410 bank check, money order, or personal check  
  • Checks must be from a U.S. bank  
  • Made payable to *U.S. Department of Homeland Security*

☐ 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).

☐ OPT Student Certification Form

☐ Form G-1145 - E-Notification of Application/Petition Acceptance (*optional*)  
  • You will receive an e-mail or text message informing you 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](http://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.  
    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 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.