Princeton University – Davis International Center
Optional Practical Training (OPT) Checklist

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
  • May be obtained from Princeton’s TigerCard Office. 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 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
  • Complete items 1-20. You must type the form. You date and sign the form in blue ink. If you are having trouble typing in any of the boxes, please download the form rather than filling it out directly in the internet browser.
  • Check the box: Permission to accept employment
  • The codes for item 20 are: (c)(3)(A) for Pre-Completion OPT | (c)(3)(B) for Post-Completion OPT
  • If there is not enough space for you to fill out any item, then please attach a continuation sheet that includes the date, your name and I-94 number, the part and item number that your answer refers, and your signature.*
  • Undergraduate Students: Use Davis International Center mailing address for Item 3
    o Our entire address will not fit in Item 3. Write what does fit, which is, “Princeton Univers-Davis IC, Princeton, New Jersey 08544.” Attach a continuation sheet for the remainder of the address. Please see above.*
    o First mailbox addresses are problematic due to graduation dates overlapping with OPT application periods and difficulties in forwarding mail
  • Graduate Students: Use your residential or departmental address for Item 3
    o DO NOT use the Davis IC mailing address
    o If you use your departmental address, please use the following format: Princeton University – Dept 3-Letter Abbreviate (i.e. ELE, MAE, COS), Princeton, New Jersey 08544
    o Address should be valid for at least 120 days. USPS will not forward government mail – even if you change your address with the post office and/or sign up for forwarding mail service.

☐ 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.
    o USCIS requires copies of all I-20s issued. OPT request may be delayed or denied if previous copies aren’t included. If you were an F-1 student at another U.S. institution prior to starting program at Princeton, but you don’t have previous I-20s, you should write a letter stating that you did not keep the previous I-20s and could not get copies from previous school(s).

☐ 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.

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