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

IMPORTANT NOTE: Do not mail application to USCIS until your application has been reviewed by the Davis IC and I-20 issued. Failure to include the copy of the OPT recommendation I-20 will result in denial of your application.

☐ OPT Advisor Recommendation 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).
- This form should not be submitted to USCIS and is for Davis IC purposes only.

☐ Form I-765 - Application for Employment Authorization*
- Please complete using the Davis IC I-765 instructions as well as USCIS’s I-765 instructions. Use black ink.
- Make sure that you always download the I-765 directly from the USCIS website as the edition number can change, and applications submitted with old editions will be rejected.
- Please note that it is your responsibility as the applicant to ensure that the form I-765 is fully completed, and the information provided is accurate. Incorrect or incomplete information on the I-765 may result in serious consequences including application delays, rejections, requests for further evidence, or denials.

☐ Copy of Enrollment Verification (from TigerHub)*

☐ Photocopies of the following:
- Identity page(s) of passport, including the expiration date.*
- F-1 visa (except for Canadian citizens). If you changed your status to F-1 in the U.S., include a copy of the I-797 Approval Notice from USCIS.*
- The most recent electronic I-94 Arrival Page printed from the Customs and Border Protection website.*
- Copy of I-20(s). You must include a copy of your new I-20 with OPT recommendation. Also include any I-20s from your current level of education or any previous programs in the U.S. with approved CPT or OPT listed.
- If previously engaged in OPT or other employment authorization through USCIS, include a photocopy of the front and back of any previous EAD card(s).*

☐ Two recent passport-style photos
- Visit the U.S. Department of State Photo Composition Template web site for a full description of specifications.

☐ $410 filing fee by check, money order, or credit card
- Checks must be drawn from a bank in the U.S. and payable in USD currency.
- Do not use “starter checks” from your personal bank account. Checks should have your name and information printed in the top right-hand corner.
- Make check or money order payable to U.S. Department of Homeland Security. Do not abbreviate “USDHS” or “DHS.”
- Credit card payments can be made using Form G-1450 (please do not share this completed form with Davis IC). Confirm this form is accurate and readable by USCIS. Errors in card numbers will result in a rejected application for lack of payment and students may not have time to refile.

☐ Form G-1145 - E-Notification of Application/Petition Acceptance (optional)
- You will receive emails and/or text messages informing you of the progress of your application with USCIS.

https://davisic.princeton.edu | Revised February 2022