



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

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 to the Davis IC through TigerNav.* You will receive an email when your I-20 with the OPT recommendation is sent. Please follow the instructions in the email outlining the next steps.

DO NOT pay the I-765 application fee until your application has been reviewed by the Davis IC and new I-20 has been issued with OPT recommendation on page 2. Once you pay the fee on the pay.gov prompt, your application will be considered complete and submitted to USCIS. Failure to include the scan of the OPT I-20 signed by you in blue ink before you submit to USCIS will result in denial of your application without refund of payment.



[OPT Advisor Recommendation Form*](#)

- Graduate Students must submit this form for Post-OPT applications only. It must be completed and signed by your Academic Advisor/Director of Graduate Studies to confirm your program completion date.
- Undergraduate Students DO NOT need to submit this form for Post-OPT. This form is only required for Pre-OPT ONLY. This can be completed by your Residential College Dean or Assistant Dean for Studies.
- This form is NOT submitted to USCIS and is for Davis IC purposes only.



Scans of the following:

- Identity page(s) of passport, including expiration date.*
- Front and back of any previous EAD card(s), if applicable.
- The most recent electronic I-94 Arrival Page printed from the [Customs and Border Protection website](#).*
- I-20(s) with employment authorization(s). You must include a scan of your new OPT I-20 signed by you with an original wet signature in blue ink on page 1 with OPT recommendation on page 2. Also include scans of any I-20s from your current level of education or any prior programs in the U.S. with approved CPT or OPT listed.



Form I-765 - Application for Employment Authorization

- Please complete using the [Davis IC USCIS Online Application Overview](#) as well as [USCIS's I-765 instructions](#).



Recent passport-style photo

- Use the [U.S. Department of State Photo Tool](#) to check the photo you wish to upload for your application.



I-765 Filing Fee: Checking/savings account, debit card, or credit card

- Applicants will be directed by the online I-765 application to pay the fee at a U.S. Government safe and secure website called pay.gov.
 - Online I-765 Filing Fee \$410 until March 31, 2024.
 - Online I-765 Filing Fee \$470 as of April 1, 2024.
 - USCIS online filing system recognizes UTC or Coordinated Universal Time.
- You may pay the fee by a withdrawal from a checking or savings account or by a debit or credit card. You will be prompted for information needed to pay the fee according to the payment method selected. Save a copy of the payment receipt for your records.