

F-1 OPT Application Checklist

Step 1:

- Please consult with your academic advisor regarding your program completion date (for PhD students).
 - Please refer to the UConn Registrar's Website for information on the completion date and how to request an alternate completion date if necessary:
<https://registrar.uconn.edu/graduation/graduate-programs/>
- Contact HR-International Office to discuss OPT request

Step 2:

Once the HR-International Office has confirmed program completion date with the student's PI and the Graduate Office, please provide us with the following items from the OPT handout for review and approval

- **OPT recommendation letter from academic advisor**
- **Original Form I-765** - link to the Form I-765 on immigration's website.
 - Sometimes scanned copies are not that clear, better to type directly into the form and print: <https://www.uscis.gov/i-765>
- Completed **G-1145**, E-Notification of Application/Petition Acceptance (**Optional but recommended**)
- Copy of Form **I-538**
- Copy of SEVIS I-20
- Copy of **all** I-20's previously held
- Copy of the I-94 front and back
- Copy of the passport visa page
- Copy of the passport picture page with biographic information and expiration date
- Two photos as per instruction on form I-765, print your name in pencil on the back
- A check in the amount of **\$410** payable to the **Department of Homeland Security**

Please note: SEVIS requires us to provide **employer information and change of address** within 90 days from the start of your OPT. If you already have a job offer at this time, please provide us a copy of the offer. Your OPT will terminate if employer information is not in SEVIS

Step 3: Once the OPT request is approved by HR-International Office, we will setup an appointment to meet with you to go over the application & supporting documents, filing petition with immigration, "Employment Authorization Document" (EAD card) and compliance with OPT regulations.

Step 4: Student mails the petition to Immigration by **overnight mail**

Please note: An additional copy of the petition will be provided to the student for their file

Step 5: Upon receiving EAD card, please make sure to provide a copy to HR-International Office

Step 6: If the student will leave UCHC upon completion, an appointment for exit paperwork is scheduled. If the student will be employment by UCHC as an employee upon completing the program (e.g. (Post Doc, Faculty, Special Payroll etc.), we will work with the hiring department to change their employment status.