

Checklist for OPT Application

Please put together the items below in the following order when you submit them to the HIO.

Note: The USCIS does not accept double-sided copies

The application packet must include:

- A completed Form I-765
- A completed OPT Date Verification Form
- A photocopy of all pages of the Forms I-20 issued to you, from all schools you have attended
- A photocopy of the U.S. visa stamp in your passport (not applicable to Canadian citizens)
- A photocopy of the biographical page(s) of your passport
- A printout of I-94
- A photocopy of USCIS approval notice from any change(s) of status (if applicable)
- A photocopy of previous Employment Authorization Cards (if applicable)
- Post-completion OPT only: a personal check or money order of \$150 made payable to Harvard University; **this is a one-time non-refundable fee.**
- GSAS STUDENTS ONLY: a letter from your department stating new completion of studies date if different from what is on your I-20

Please note that before mailing your completed application you will need to include a \$410 check or money order made payable to the U.S. Department of Homeland Security as well as two passport size photographs.