

## Checklist for OPT Application

Please arrange the documents below in the following order when you submit your application to the HIO.

**Note: USCIS does not accept double-sided copies.**

Your OPT application packet must include:

- A completed Form I-765; attach the continuation sheet to the I-765 if you cannot list your full name and address in those data fields;
- A completed OPT Date Verification Form;
- A photocopy of all pages of all 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 your most recent I-94;
- A photocopy of USCIS approval notice from any change(s) of status (if applicable);
- A photocopy of previous Employment Authorization Document card(s) (if applicable).

For 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 payable to the U.S. Department of Homeland Security as well as two passport-size photographs.**