

HARVARD

INTERNATIONAL OFFICE



HIO Checklist for OPT Application

Student Name:

Due to the current COVID-19 public health emergency, the HIO can only accept **digital** applications. **Scan all of these OPT application materials and send via email (PDFs preferred) in the following order to your HIO advisor:**

- ☐ This completed HIO Checklist
- ☐ A completed [OPT Date Verification Form](#);
- ☐ A **PDF** of your FedEx waybill created in [eShip Global](#); Order #:
- ☐ A completed [Form I-765](#) (*consult the [HIO line by line instructions](#) to complete*);
- ☐ A scan or clear picture of all pages of all Forms I-20 issued to you, from all schools you have attended*;
- ☐ A scan or clear picture of the U.S. visa stamp in your passport (not applicable to Canadian citizens);
- ☐ A scan or clear picture of the biographical page(s) of your passport;
- ☐ A scan or screenshot of your most [recent I-94](#).

If any of the below scenarios apply to you, you *must* also include the following:

- ☐ **Post Completion OPT HIO Fee** (OPT Starts after graduation date):**
 - ☐ Online credit card payment via [Touchnet](#) Order #:
- ☐ **GSAS PhD and HSPH ScD/DrPH Students:** A scan of the letter from your department or dissertation advisor confirming your defense date and diploma award dates.
- ☐ **If you have ever changed your status from within the U.S.:** A scan or clear picture of the USCIS approval notice(s) from any change(s) of status.
- ☐ **If you have ever previously received an Employment Authorization Document:** A scan or clear picture of your previous EAD card(s).

NOTE: All application materials must be single-sided and unstapled when you send them to USCIS.

***Scan(s) or clear picture(s) of Forms I-20:** If you are unable to locate all previously issued Form I-20 documents, please include a [dated and signed letter](#) to USCIS indicating the dates of attendance; types of programs; names of institutions; and SEVIS ID numbers affiliated with each. You must explain to USCIS that you do not have all previous Form I-20s in your possession and that you are submitting the information you have available.

****Post-Completion OPT Payment:** This is a one-time non-refundable fee to maintain your SEVIS records after you are no longer a fee-paying student. You also maintain full access to your HIO advising and resources. This fee is wholly separate from the USCIS application filing fee that you submit to the US government.

HIO Office Use ONLY

Date received:

HARVARD
INTERNATIONAL OFFICE



HIO OPTIONAL PRACTICAL TRAINING (OPT) DATE VERIFICATION FORM

Please enter your surname and given name as they appear on your Form I-20.

Surname: _____ Given Name: _____

Current Residential Address (Not Mailing Address): _____

Apt. #: _____ City: _____ State: _____ Postal (ZIP) Code: _____ Telephone Number: _____

Primary E-mail Address (the one you will use after graduation): _____

SEVIS # (Listed on the top left corner of your Form I-20): N _____

I-20 Completion Date (program end date under Program of Study on your Form I-20): _____

I-20 Current Major or Field of Study (if different than listed on Form I-20): _____

Requested dates of OPT: _____/_____/_____ until _____/_____/_____
(mm/dd/yyyy) (mm/dd/yyyy)

Check one:

- ☐ Part-Time Pre-Completion OPT
☐ Full-Time Pre-Completion OPT
☐ Full-Time Post-completion OPT

By signing this form, I acknowledge that I must only engage in employment in the major field of study for the degree on which this OPT application is based. I understand that I will be in violation of my immigration status if I do not adhere to all OPT regulations. I also will report to the HIO the following required information:

- Start of employment and employer details within 10 days of the employment start date;
- End of employment within 10 days of the employment end date;
- Any changes of employers;
- Any changes of my address (where I physically reside) within 10 days of a change;
- Any changes of my or my dependent's name(s); and/or
- Any change of my immigration status (e.g., F to H or J, etc.).

I will thoroughly review all OPT instructions provided to me by the HIO and will review HIO e-mails so that I remain informed about my OPT and how to properly maintain my F-1 status during the OPT period. Failure to comply with the OPT rules and reporting requirements may constitute a status violation; such violations may have negative consequences for my current immigration status, or result in delays and denials of future immigration benefits. Please contact your HIO Advisor with any questions.

Electronic Signature

Date

The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up to date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS.

For HIO Office Use ONLY:

☐ Pre-Completion: ☐ Post-Completion:

☐ Processed in RTI HIO Advisor Initials:

End Date:

☐ Touchnet Order# _____