

MORGAN STATE UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES
OPT CHECKLIST

An F-1 student at Morgan State applying for Optional Practical Training should submit to the Office of International Services, the following:

- ___ Form I-765, <http://www.uscis.gov/files/form/I-765.pdf>, completed and signed
- ___ Copy of all previous I-20(s), pages 1 & 3
- ___ Copy of I-94, front and back
- ___ Copy of biographical page(s) of your passport
- ___ Copy of most recent F-1 Visa
- ___ Check or money order (**\$380.00**) made payable to USCIS
- ___ Two recent photos per USCIS specifications (**passport style**)
- ___ Copy of any previous Employment Authorization Document (EAD), front and back (if applicable).

Important Notes

- OPT must begin within 60 days of your program end date. This benefit may be authorized for a maximum of 12 months, and may be extended (for an additional 17 months) only if you have a qualifying “STEM” major.
- **Please indicate (in pencil) your preferred OPT start date (at the top of your I-765).**
- You are responsible for submitting your OPT application to, **USCIS, PO Box 660867, Dallas, TX 75266**, no later than 60 days after the program completion date on your I-20.
- You are required to update this Office (via email) of your employer’s name and street address.
- You have 90 days from the OPT start date on the EAD to secure appropriate employment.
- 17 month STEM extension information can be found by executing a google search for, “OPT STEM Extension.”
- H1B “Cap Gap” information go to, http://www.nafsa.org/regulatory_information
- If you do not receive a receipt from USCIS within 4 weeks of mailing application, please notify the Office of International Services.