



Webber International University

OPT Process and Checklist

Eligibility Requirements to apply for OPT:

- You may apply for OPT no earlier than 90 days prior to graduation and no later than 60 days post graduation.
- You must meet the one full year academic requirement.
- You must be looking for employment directly related to your field of study.

Before you apply for OPT, the following items are required:

- _____ Optional Checklist for Form I-765 (c)(3)(B) Filings (<https://www.uscis.gov/i-765>)
- _____ Degree Completion Form (obtained in the Registrar/Financial Aid Office)
- _____ Two (2) New Passport Photos (can be obtained at Walgreens or CVS)
- _____ \$410 USD Cashier's Check/Money Order (subject to change, check I-765 instructions)
- _____ Passport
- _____ Visa
- _____ I-765 (<https://www.uscis.gov/i-765>)
- _____ I-20 (most recent)
- _____ I-94 (<https://i94.cbp.dhs.gov/I94/request.html>)

Once you have these documents, schedule an appointment with a DSO.

IMPORTANT INFORMATION

- It is YOUR responsibility to complete the OPT packet and mail the completed OPT packet to USCIS. The DSO is here to provide the I-20 endorsement and help assemble the completed packet.
- The OPT packet MUST be received by the USCIS Office within 10 days of your I-20 update. Failure to do so will result in being denied OPT.
- OPT approval can take up to 3 months.
- You MAY NOT leave the country while you are waiting for your OPT approval.
- You MUST follow up with the DSO to show proof of employment via a letter from your employer on letterhead showing your start date. The DSO will update your I-20. This is required for all job and address changes while on OPT.