

## OPT Application Checklist

For the OPT recommendation on I-20. You will be instructed to submit this document via the RGlobal portal **after** your application is reviewed by an international student

For the OPT application. You will send these documents to USCIS.

- 1. Certification for Optional Practical Training form
  - completed by Academic Dean/Graduate Program Director
  - completed by registrar for RBHS students
- 2. \$410 check, money order or G-1450:  
<https://www.uscis.gov/g-1450>
- 3. Form G-1145: <http://www.uscis.gov/files/form/g-1145.pdf>
- 4. Form I-765: <http://www.uscis.gov/files/form/i-765.pdf>
- 5. Two passport-style color photographs of you taken recently
- 6. Photocopy of your passport
- 7. Photocopy of your most recent F-1 visa
- 8. Hardcopy of your electronic Form I-94 (<https://i94.cbp.dhs.gov/>) OR photocopy of your paper Form I-94 (front and back)
- 9. Photocopies of any/all previous EAD cards (front and back) that have been issued to you
- 10. Unofficial full transcript that bears your name
- 11. Photocopy of your *NEW* I-20 with OPT Recommendation \*
- 12. SEVIS screenshot of your previous CPT authorizations (if applicable)\*

\* You will receive (11) your new I-20 with OPT recommendation and (12) screenshot of your previous CPT authorizations after your application is reviewed by an international student advisor.



For important information about OPT and the step-by-step tutorial to prepare your OPT application visit our website:  
<https://global.rutgers.edu/international-scholars-students/current/employment/practical-training/opt>



**Bring documents 1-10 with you when you meet with an international student adviser. Missing documents will delay your new I-20.**