

# Optional Practical Training (OPT) Application Checklist

NAME: \_\_\_\_\_  
(Family/Surname/Last Name) (Given/First Name)

ID#: \_\_\_\_\_

LIST OF DOCUMENTS	Yes	No	COMMENTS
<b>THIS OPT CHECKLIST</b> Please sign this checklist and include it with your uploaded application documents. ISAO will add comments if we recommend changes to your materials.			REQUIRED by ISAO, do not upload to your online I-765 application
<b>ISAO OPT Fee (\$100, non-refundable)</b> <a href="http://go.umkc.edu/isao-opt-fee">http://go.umkc.edu/isao-opt-fee</a> Please print your payment confirmation and upload.			REQUIRED by ISAO, do not upload to your online I-765 application
<b>Academic Advisor Recommendation Form</b> Must be completely filled out, including signatures. Your OPT start date cannot be more than 60 days from your graduation date or it will be denied.			REQUIRED by ISAO, do not upload to your online I-765 application
<b>OPT Recommendation I-20</b> This will be sent to you by email <i>after</i> we have received this checklist along with, at minimum, the highlighted items above.			Print your I-20, <b>sign it in ink</b> , then scan a copy back into your computer to upload to your online I-765 application.
<b>Digital passport-style photo (2x2 inches)</b> Photo must be taken within 30 days of today's date. Make sure the top of your head/hair does not touch the top of frame in your picture.			
<b>Most recent I-94</b> <a href="https://i94.cbp.dhs.gov/I94">https://i94.cbp.dhs.gov/I94</a>			
<b>Scan of UN-EXPIRED passport photo page</b> If your passport has expired or will expire soon, you should begin the process to renew it NOW.			
<b>Scan of F-1 visa(s)</b>			
<b>Scans of I-20s showing prior CPT authorizations (if applicable)</b>			
<b>Scans of ANY &amp; ALL previous EAD cards</b> whether it was done at another school or in another degree/level (include front and back of card)			
<b>Form I-765 – USCIS Application for Employment Authorization</b> <b>DO NOT START THE ONLINE APPLICATION UNTIL AFTER YOU HAVE RECEIVED YOUR OPT RECOMMENDATION I-20 FROM ISAO</b>			
<b>Form I-765 fee payment - \$410; \$470 starting April 1, 2024</b> You will have the option to pay by credit/debit card or by electronic check			
<p><b>Submit all application documents to ISAO using the <a href="#">Secure Document Upload</a> tool in your Pathway Student Center.</b></p> <p>You will receive an automatic email confirmation with each upload. ISAO will send a separate email if we need additional documents.</p> <p><b>Upon review by ISAO, which can take up to 5 business days, you will receive a digital copy of your OPT Recommendation I-20 by email along with a guide for creating your USCIS online account and completing your I-765 online.</b></p>			

**PLEASE NOTE:**

- You MUST be inside the US in order to apply for work authorization, per USCIS instructions for filing Form I-765.
- Waiting to submit your USCIS application until the last minute or purposely applying late for OPT will NOT earn you more time on OPT and may not give you a later start date. If anything, submitting late may mean you will LOSE time on OPT.
- Your allotted 90 days of unemployment will begin on the START DATE LISTED ON YOUR EAD CARD.

**REQUIRED:** My signature below indicates that I certify and acknowledge I must submit the online I-765 application and all required documents to USCIS within 30 days of I-20 issuance; failure to do so may cause delays or result in a possible denial through no fault of ISAO. I understand the rules, regulations, and unemployment limits of my visa and my OPT participation\*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Visit our website to ensure you understand ALL OPT reporting requirements and regulations:**

<https://info.umkc.edu/ISAO/current-students/opt/>