

## OPT Checklist

1. Complete [OPT Questionnaire](#)
  - Verify that the areas of concentration you list are the same as those confirmed by your Plan Committee at your Plan Progress meeting in your sixth term. If they are not, work with the Registrar to update your information.
2. Complete [Form I-765](#): Application for Employment Authorization
  - Refer to the Form [I-765 Tip Sheet](#)
3. Complete Form [G-1145](#) if you would like to receive an alert that your application has been accepted at the USCIS lockbox facility.
4. Obtain two passport photographs. (These may be taken locally at Walmart, Walgreens or CVS). The U.S. Government specifications are as follows:
  - Must be taken with 30 days of sending your application to USCIS
  - 2 photos must be identical
  - Passport-type photos and IN COLOR
  - Measure exactly 2 inches by 2 inches
  - Show a clear, front view, full face. No hat or glasses, and against a plain white or off-white background. Natural expression, mouth closed, and eyes open, looking directly ahead.
  - The head, measured from the bottom of the chin to the top of the hair, should be between 1 inch and 1-3/8 inches. The head should be centered in the photo, and should not be tilted up, down or to the side. It should cover about 50% of the area of the photo.
  - **Write name and date of birth on the back of each photo with pencil**
5. Prepare documents from the Checklist below for meeting with ISS
6. Prepare a money order (preferred) or check for \$410.00 made out to “U.S. Department of Homeland Security.”
  - Your name and date of birth should be reflected on the money order/check. The money order/check must be withdrawn from a financial institution based in the U.S.
7. Schedule meeting with ISS to receive new I-20, reflecting OPT request.

### Checklist

Bring the items below, *in the following order*, to your meeting with ISS:

- Completed OPT Questionnaire
- Completed and signed Form I-765
- Copy of ALL Form I-20s that have ever been issued to you by Bennington and/or previous institutions, newest to oldest
- Copy of [most recent I-94](#)
- Copy of previous EAD card (if applicable)
- Copy of your most recent F-1 visa stamp and visa. If your visa is in an expired passport, and you have a current passport, provide copies of each passport and note on the pages: “old passport, contains visa” and “current passport.”
- Copy of your passport identification page
- \$410 filing fee
- [Completed letter regarding your mailing address](#), if you plan to use our office address
- Completed Form [G-1145](#)

Employment offer letter (if applicable)

**Scan or photocopy your entire OPT application before sending to USCIS.** We will copy your application and keep it on file. This will ensure we both have a record of what you sent.

Mail completed application to USCIS within 30 days of the date the Form I-20 was issued and signed by your advisor.

We recommend shipping FedEx or UPS to ensure a safe and trackable delivery. You are welcome to register through [EShipGlobal](#) and choose USCIS Lockbox as your shipping location. EShipGlobal will allow you to compare costs and shipping timelines, and ISS can provide you with an envelope.

You can also send via the post office to the following locations:

For FedEx, UPS, and DHL:

USCIS

Attn: NFB AOS

2501 S. State Hwy. 121 Business

Suite 400

Lewisville, TX 75067

USCIS Dallas Lockbox

For U.S. Postal Service (USPS):

USCIS

P.O. Box 660867

Dallas, TX 75266