**DOCUMENT CHECKLIST**

- **OPT agreement form (completed by you)**
  - **OPT start-date** -
    - You have to choose a date when you would *prefer* to start your OPT. This date must be between your program end-date and the end of your OPT application window (60 days from your program end-date). Eligible dates will vary by semester, so see your international advisor if you would like exact dates.
    - If your completed application for OPT (step 2) is approved on or before the date you chose, then your EAD (OPT card) will have a start-date that matches the date you requested.
    - If USCIS approves your application *after* the date you requested then the date your application is approved will be your start-date. This is to your benefit as your unemployment period only begins from the start-date on your EAD - not from the start-date you requested.
    - Example - you have chosen January 1 as your start-date:
      - USCIS approves your application on December 20
        - Your start-date remains January 1
      - USCIS approves your application on February 1
        - Your start-date changes to February 1
    - Note - You cannot begin employment until the start-date on your EAD regardless of the date you chose. When in doubt, contact your international student advisor.

- **Graduation confirmation letter**
  - This is from your *academic advisor* (must be on university letterhead and signed by the advisor) and must include the following:
    - Your name, student ID
    - Degree level
    - Major(s)
    - Confirmation that you will graduate in that term
    - Degree conferral date
    - Wet-ink signature and date

- **Completed I-765**
  - This is the government application form for OPT. Your advisor will review your form for completeness and general information. You are still responsible for the accuracy of the information.

- **All previously issued I-20s**
  - If you studied at a different university, high school, or any SEVP certified institution that issued you an I-20 for this degree level or any other, you should include those I-20s as well.

- **Your most recent I-94**
  - This is your entry record and shows when you last entered the United States and the status in which you entered. Follow the above link to print your I-94. Every F-1 student has one.

- **Copies of the following**
  - Passport - copy of your passport identification/signature page and the page showing the expiration date
  - Current F-1 visa stamp