POST-OPT Application Packet Online Checklist

This Checklist is for your reference ONLY. Please make sure to review the How to create a USCIS online account video before submitting your online application to USCIS to complete the POST-OPT application process.

Please upload the following items to your I-765 POST-OPT online application:

- A U.S. Passport-Style photograph
  Please write your name and A-Number (if any) on back edge of each photo lightly in felt pen or pencil
- Photocopy of your POST-OPT I-20
  (You will need to make a copy of your POST-OPT I-20) DO NOT MAIL THE ORIGINAL.
- Photocopy of your Electronic I-94
- Photocopy of your Passport Identification Page(s)
  Should include your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (No additional pages required.)
- Photocopy of all previously issued I-20s with a different SEVIS number (if any).
- Photocopy of all previously issued I-20s if you had CPT/OPT authorized previously (if any).
  (CPT authorization appears on Page 3 of your SEVIS I-20 from CSUN or previous school.)
  Examples: OPT for past degrees, Special Student Relief EAD, Economic Hardship EAD.

IMPORTANT REMINDER:
USCIS must receive the OPT application preferably 90 days prior to the student’s program completion date but no later than 60 days after the program completion date. In addition, the OPT application must be received by USCIS within 30 days of the date on which the International Student Advisor issued the OPT I-20.

*IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.

Online Instructions:
Please go to our Sign Up page. If you need help creating a USCIS online account, please visit our How to Create a USCIS Online Account page.

*Tips when uploading evidence*:
- Use a scanner or take pictures of each document. Make sure each image you attach is clear and that all text is readable.
- Files must not be larger than 12MB in size.
- Files must be in one of these formats: PDF, JPG, or JPEG. For some forms, we also accept files in TIF or TIFF format.
- Do not encrypt or password protect your files.
- If your documents are in a foreign language, upload an English translation along with the original.
- If we require passport-size photos, you must either scan them or take a picture with your phone.

For more information, please refer to the I-765 application instructions at www.uscis.gov.