

## TEN STEPS TO SUCCESS - APPLYING FOR OPT

- \_\_\_\_\_ 1. I turned in my OPT application to the IS on \_\_\_\_/\_\_\_\_/\_\_\_\_ and will allow at least 5-10 business days from this date for IS processing (if there is missing information or documentation, additional processing days may be needed). Complete application includes the following:
  - a) Your most recent Form I-20.
  - b) Form I-765.
  - c) A complete OPT application form: Undergraduate, Graduate.
  - d) OPT Student Acknowledgement Form
  - e) Must have filed for graduation and date must be visible in the LSU system.
  
- \_\_\_\_\_ 2. I picked up my OPT recommendation on \_\_\_\_/\_\_\_\_/\_\_\_\_. I must mail my complete OPT application within 20 days from the date on my new OPT I-20. I must mail my application to the Service Center by \_\_\_\_/\_\_\_\_/\_\_\_\_. I understand that it must be received by USCIS within 30 days from the date of the DSO's signature and processing.
  
- \_\_\_\_\_ 3. I have carefully checked my OPT application to make sure that it is complete. I have carefully read the IS mailing instructions. My application includes:
  - \_\_\_ A correctly completed Form I-765
  - \_\_\_ A check or money order payable to DHS/ USCIS, in the amount of \$410. Please make sure that you pay the correct fee as an incorrect amount could result in a denial/rejection.
  - \_\_\_ Two standard 2 inch 'passport' pictures
  - \_\_\_ A copy of the I-94 online record, or if I have the paper copy, both sides of my I-94 card from most recent entry into the U.S.
  - \_\_\_ Copies of any previously issued EAD cards
  - \_\_\_ Copies of any previously issued CPT I-20s
  - \_\_\_ A copy of my passport biography page and F-1 visa stamp
  - \_\_\_ IS certified copy of my OPT I-20
  
- \_\_\_\_\_ 4. I mailed my OPT application and used a tracking number or U.S. Postal Return Receipt on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  
- \_\_\_\_\_ 5. The package was delivered to USCIS on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  
- \_\_\_\_\_ 6. I received my USCIS Notice of Action (Receipt Notice) on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  
- \_\_\_\_\_ 7. I counted 90 days from my USCIS Notice of Action date to anticipate when I might receive my EAD card. The 91st day is \_\_\_\_/\_\_\_\_/\_\_\_\_.
  
- \_\_\_\_\_ 8. I used the Receipt number on the Notice of Action to check my application status on-line.
  
- \_\_\_\_\_ 9. If 91 days have passed from my USCIS Notice of Action date, I will contact the LSU IS Employment Coordinator for assistance to see what can be done.
  
- \_\_\_\_\_ 10. My EAD card was received on \_\_\_\_/\_\_\_\_/\_\_\_\_. I will immediately bring, mail, fax or email a copy of it to the IS.

***Please send a copy of your EAD card to:***

**Attn: Student Employment Coordinator  
International Services, 101 Hatcher Hall  
Baton Rouge, LA 70803**

**Fax: 225.578.1413 Email: [isoemp@lsu.edu](mailto:isoemp@lsu.edu)**