

OPT Application Checklist

Graduate Students:

Complete the Graduate School OPT Request Form for the OPT letter. The form is available at: <https://form.jotform.com/73124898400154>. The Graduate School staff will deliver the letter and a copy of your advancement to candidacy directly to our office.

Undergrad Students:

Get UAOnline Degree Works course printout.

All Students:

Request an OPT recommendation letter from faculty advisor/chair. Sample letters are available at <http://uaf.edu/oip/current-intl-student/sample-dept-letters/opt-grad/> (grad students) and <http://uaf.edu/oip/current-intl-student/sample-dept-letters/opt-undergrad/> (undergrad students).

Complete and sign Form I-765. **Important:** Sign the form between lines with black ink. Do not cross the lines. If you have any questions please wait and sign during your OPT appointment.

Complete and sign OPT Request Confirmation Form.

2 passport photos taken within last 30 days. Photos must look different from your visa or passport photos. Supplemental information is available at http://www.uaf.edu/files/oip/opt/Photo_reqts.pdf.

Schedule an OPT appointment by emailing Reija Shnorro (rsshnoro@alaska.edu) or Carol Holz (cmholz@alaska.edu).

In addition to the documents mentioned above, bring the following to the appointment:

All immigration documents (I-20s, passport, I-94s, visa, previous employment authorization documents, etc.)

\$410.00 fee. Postal money order preferred but personal check also accepted. Make payable to "U.S. Department of Homeland Security".

IMPORTANT:

Students may not work after the end date on their I-20s, unless they have received their OPT card authorizing them to continue working and the authorization start date is reached.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.