Optional Practical Training – Application Materials

The following items should be included in the application packet for Pre-Completion (c)(3)(A) or Post-Completion (c)(3)(B) Optional Practical Training. Please refer to the I-765 Information Packet for additional mailing instructions.

- **Form G-1145, E-Notification of Application/Petition Acceptance** – This form is optional. If it is going to be included in the application, complete it and clip it on top of the first page of your materials.

- **Form I-765, Application for Employment Authorization.**

- **Form I-94** – Copy of the front and back side of your paper I-94 card or a print out of your electronic I-94 card form, cbp.gov/i94

- **Copy of Admission Stamp** – This stamp is found in your passport indicating the date you entered the country. The stamp will be marked F-1 D/S.

- **Valid Passport** – photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.

- **Form I-20’s** – Students must include photocopies of all previous Form I-20’s that have been issued. When making the photocopies please only include pages 1 and 2 of the Form I-20’s. Each Form I-20 should have been signed by the student on page 1, section 11 prior to making the photocopy.

- **OPT Endorsed Form I-20** – Student must include a photocopy of pages 1 and 2 of the OPT endorsed Form I-20. Each Form I-20 should have been signed by the student on page 1, section 11 prior to make the photocopy.

- **Two Identical Photographs** – Photograph instructions are found on the Form I-765 instructions under Required Documentation. Photographs submitted for use in an EAD must not have been taken more than 30 days prior to the submission of your application and not previously used for any other applications (including passport or visa). Typically, locations/stores advertising “Passport Photos” are able to issue the required identical photographs. Please write your last name and I-94 number in pencil or felt tip pen on the back of each photo.

- **Previously Issued EADs** – Photocopies of any previous employment authorization documents (EAD)

- **$380 Fee** – Check or money order payable to the U.S. Department of Homeland Security.