

# OPT Request

1. To apply for OPT schedule an appointment with Robyn (rwalter@iwu.edu)
2. Bring this completed request and all documents to this appointment. (You can have copies of all documents made at Ames Library before the meeting.)

First/Last name: \_\_\_\_\_ DOB(mm/dd/yyyy) \_\_\_\_\_

IWU Email \_\_\_\_\_

Will you take a May term class? \_\_\_\_\_ If YES, your Program End date will be the day of final exams of May term.

If you are NOT taking a May term class, your Program End date will be shortened to the day of commencement.

Where will you be approximately 90 days after you submit your OPT application? \_\_\_\_\_

1. What is the expiration date on your passport? \_\_\_\_\_
2. When do you want your authorized employment to begin? \_\_\_\_\_
3. Do you currently have a social security card? \_\_\_\_\_

## Bring the Required Documentation to the Appointment:

- 2 US passport photos taken within the last 30 days, with your name and I-94 number written lightly in pencil on the back of both. (Google I-94 and enter requested date to obtain your I-94 number.)
- Check or money order for \$410 made payable to "U.S. Department of Homeland Security"
  - Money orders may be purchased at banks, the post office, or Kroger
  - Make sure your name and the address are on the check/money order
  - In the memo line write your CURRENT SEVIS ID number
- Form G-1145 to request a text message and/or email when USCIS receives your OPT application and when there are any updates to your application
- Completed original form I-765
- A photocopy of **all** previous IWU I-20's (IF you have had 2 SEVIS records, both SEVIS record numbers will need to be included on the I-765 form)
- A photocopy of your passport biographical page and F-1 visa stamp
- Your I-94
- A photocopy of your OPT application I-20 (created when you bring all documents to the International Office)
- A photocopy of any previous EAD card, if applicable

**MAKE A COPY OF ENTIRE PACKET FOR YOUR RECORDS!**

**USPS Address; Send Priority**

USCIS

PO Box 21281

Phoenix, AZ 85036