

Optional Practical Training (OPT) Checklist

Student Name: _____ Phone #: _____

Non-Houghton Email: _____

Requested OPT Start Date: _____ Requested OPT End Date: _____

To apply for OPT please gather the following documents and bring them to the DSO at least 2 months prior to the desired start date of your employment.

- Passport
- I-94
- Completed [I-765](#) application
 - Part One - 1.a. Select “Initial permission to accept employment” if this is your first time applying for OPT
 - Part Two - #5.a. write Student Life Office I(this is for “In Care of Name (if any)”
 - 5.b. 1 Willard Avenue
 - 5.c. In the blank box, write in your CPO Box (enter your number)
 - 5.d. Houghton 5.e. NY 5.f. 14744
 - #7 U.S. Physical Address. You need to use the same address that I use for registration. Please use the following for 7.a.:
If you live in Lambein Hall: 9773 Willard Ave.
If you live in Gillette Hall: 9789 County Route 35
If you live in Rothenbuhler: 9750 County Route 35
If you live in Shenawana: 7292 Campground Road
If you live in Hazlett, Leonard Houghton, or Perkins Townhouse: 9667 State Route 19
If you live in Randall Townhouse: 9738 County Route 35
If you live in a CLO or are a Commuter, use your house address
 - 7.b. – Include your room or townhouse number (i.e. Lambein 505 or Perkins 42)
 - 7.c. – 7.e. – complete as Houghton, NY 14744 unless you do not live in Houghton for your CLO or Commuting status
 - For question number 8 – you can find this number on your most recent I-94 (this is NOT on your I-20)
 - Skip question number 9 unless you are applying for a STEM extension
 - Complete # 10 – 13.a. - if you do **not** have a Social Security card, you can be issued one and will need to leave 13.b. blank and complete 14 – 17.b. If you HAVE a Social Security Card, complete 13.b. and skip to #18.a. – please note that if you have more than two countries of Citizenship or Nationality, you will need to add the rest in Part 6 on page 7.
 - Complete 19.a. – 20.
 - #21.a. – 25 will be on your [I-94](#) (click on Get Most Recent I-94). You will need your passport for question 21.e. #24 – Status at last arrival: F-1 Student #25 – Your Current Immigration Status or Category: F-1 Student
 - #26 –you can find this on your I-20
 - #27 – Enter (c) (3) (B) unless you applying for STEM OPT skip to Part Three unless you are applying for STEM OPT. If applying for STEM – complete parts 28 – 31.b. as directed.
 - Part Three – complete questions 1.a. – 7.b. Be sure to sign and date the application.
 - Part Four and Part Five – you only need to complete this part if you had an interpreter or preparer complete this form for you.
 - Part Six – this is only if you didn’t have enough space on the previous parts of the application to include everything

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- 2 Passport-size photos (may be obtained in A/V Office)
- Photocopies of all previous I-20's
- \$410 money order payable to "U.S. Department of Homeland Security"
- A copy of any previous EAD cards (ONLY if you have been on OPT before)

The above documents should be **delivered in person to the DSO**, who will review your documents with you before mailing them. The OPT application typically takes up to 3 months to process

I understand and agree that my EAD card may be opened and photocopied by Houghton College staff. I also understand and agree to abide by the regulations regarding OPT employment and maintenance of my F-1 status, as described in the "Rules and Regulations While on OPT" document accompanying this checklist.

Signature: _____ Date: _____

For office use only

- I-765 and other documentation carefully reviewed
- Student advised of responsibilities for maintaining status while on OPT
- SEVIS record updated with OPT recommendation
- New I-20 printed (2 copies) and signed
- Student's file updated with OPT checklist and copies of all application materials
- Application mailed. Date: _____