

# Optional Practical Training

## Application Checklist

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### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Application **filing fee** \$180.00, effective 10/26/05 (check or money order payable to **USCIS**)
- Application for Employment Authorization USCIS **Form I-765**
- Two Photographs **per specifications** (Back must have name and I-94 written in pencil)
- Memo** from Academic Adviser (**WILL ONLY BE ACCEPTED ON YOUR DEPARTMENT'S LETTERHEAD**)
- Photocopy of current SEVIS **Form I-20** A-B
- Photocopy of **Form I-94** Departure Record, front & back  
(remove from passport before copying)
- Photocopy of **current visa** (Canadians are exempt from this requirement)
- Photocopy of **passport** identification (including photograph) and expiration pages
- Unofficial **transcript** of grades (Office of Records, Student Services Center or Tide Guide)

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