

# OPTIONAL PRACTICAL TRAINING

WAKE FOREST INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

## CHECKLIST: OPT APPLICATION REQUIRED DOCUMENTS

### DOCUMENTS TO GATHER AND BRING TO OPT APPOINTMENT:

1. Confirmation of Program Completion form, completed by student and advisor
2. Photocopy of passport data page
3. Photocopy of most recent F-1 visa stamp (even if expired)
4. Photocopy of most recent I-94 record ([cbp.gov/i94](http://cbp.gov/i94))
5. Photocopies of previous I-20 forms, especially those with approved periods of Curricular Practical Training (CPT)
6. 2 passport style photos (2 inches x 2 inches), write your full name and SEVIS ID Number on the back of the photos
7. Personal check or money order for \$410.00 made out to "Department of Homeland Security."
8. Completed form I-765 ([www.uscis.gov/i-765](http://www.uscis.gov/i-765))
9. Completed Form G-1145 E-Notification of Application/Petition Acceptance:
  - Visit [www.uscis.gov/i-765](http://www.uscis.gov/i-765) and download the Form G-1145
  - Read instructions and fill in your name, non-WFU email, and phone number at the bottom

### OPTIONAL/RECOMMENDED FOR STUDENTS IN A DEGREE PROGRAM OF ONE YEAR OR LESS ONLY

(ex: LLM, MA Management, MS Business Analytics, etc.):

- Photocopy of Transcripts: Request transcripts either from the WFU Registrar's office or your respective school's registrar office (ex: Law School, Business School, etc.)
- Photocopy of Diploma (if available at time of application)

### INFORMATION YOU SHOULD BRING TO OPT APPOINTMENT:

- Requested start date of OPT (consult with any future employers regarding your employment start date to ensure that your OPT requested date is appropriate for the start of your employment)
- You may choose a start date that falls within the 60-day period following your program end date or graduation date.
  - Example: Graduation Date is 5/21/2018. The OPT start date can fall anytime between May 22, 2018 and July 20, 2018.

### SCHEDULE AN APPOINTMENT WITH AN ISSS ADVISOR:

- REYNOLDA CAMPUS: 336.758.5938 (Group session appointments only, offered bi-weekly)

*NOTE: ISSS can no longer offer individual appointments for OPT, this includes appointments for general questions. If you have general questions about OPT, you MUST attend an OPT information session first.*

- BOWMAN GRAY CAMPUS: 336.716.4224

### AFTER THE APPOINTMENT, YOU WILL RECEIVE THE FOLLOWING DOCUMENTS:

- Form I-20 that recommends you for OPT; the Form I-20 will include your requested OPT dates. A copy of this Form I-20 MUST be included in the application package to USCIS.
- Further information regarding where to mail your application and your reporting obligations during your period of OPT can be found at: <https://studyinthestates.dhs.gov/>. (HINT: Type "OPT" in the search bar in the upper-right corner of the screen.)