



12-month OPT Application Checklist

Please make sure all documents are signed (I-765, I-538) or filled out as instructed (money order, I-94) prior to your appointment:

- 1) Prepare the following documents and bring all documents completed as instructed to your appointment. **DO NOT** have the documents forwarded to our office prior to your appointment. Students that arrive 15 minutes or later to their appointment or fail to provide all documents as required will be rescheduled at a later date and time.
 - Complete [Form I-538](#) and **sign and date**. Please see below for more information.
 - Complete [Form G-1145](#) to receive email notification of acceptance of your application.
 - Complete [Form I-765](#). Complete Items 1-16 and sign on Form I-765. **Forms must be completed online and printed. You will need to sign the form but all other information must be typed.** Please see below for more information.
 - Obtain two passport photos. Click [here](#) for the specific requirements. **Please write your full name and your 11 digit number on your I-94 on the back of both photos.**
 - Obtain money order in the amount of \$380, payable to USCIS. Personal checks or cash will not be accepted. **Please complete the money order prior to your appointment. You may use your name and address if the money order request this information.**
 - Make a copy of your current visa, 1st and 3rd page of **your most current I-20**, and passport. Please make copies on standard 8 1/2x11 sheet of paper.
 - Make a copy of your I-94 and EAD card, front and back. Please make copies on standard 8 1/2x11 sheet of paper.
 - Bring receipt showing you have filed for graduation. This may be the email from the Registrar's office confirming your registration **OR** a printout of your financial statement in your myLeo showing the \$40 graduation fee.
 - Printout of your **Registration History** from myLeo accessible by clicking **Registration**. This will include your full course history including current semester. Please do not provide your unofficial transcript.
 - Graduation checklist **OR** letter from your academic department (on department letterhead) confirming your final academic requirements (courses to complete, comprehensive exam) for graduation. Graduate students may contact their academic departments and request a **Graduation Checklist** which is completed by academic departments in a student's final semester.
 - Your **current** physical address where you will be living (not PO Box or company address), phone number, and email address. Please provide this on a standard 8 1/2x 11 sheet of paper.
 - Please print off the two copies of the Important Information Form, read thoroughly, sign and bring both with you to the OPT appointment. ([Download Form](#))

- 2) **Contact the ISSO via email or phone, 903-886-5097, to set-up an appointment for OPT.** Appointments must be made at least one day in advance and students applying for the 12-month OPT must attend the appointment in person.
- 3) Please bring all documents listed above completed as instructed. **Students that arrive 15 minutes or later to their appointment or fail to provide all the documents listed above will have their appointment rescheduled at a later date and time.** Appointments will not be rescheduled for the same day.

Instruction for completing Form I-765:

1. Family name must be in capital letters, first name (capitalize first letter), middle name (capitalize first letter).
2. Leave blank unless you have changed your name.
3. The ISSO address is already included. ***Do not change the address!*** You may use your address on any other forms (money order, mailing envelope) but **you are required to use the ISSO address on the I-765.**
4. Country of citizenship
5. Please write city of birth, state or province if applicable, and country
6. Self-explanatory
7. Self-explanatory
8. Self-explanatory
9. Leave blank if you do not have a social security number.
10. The alien registration number is the 11 digit number on your I-94.
11. Please check **No**. If you have applied for OPT before please check **Yes** and provide a copy of your OPT I-20 and EAD card.
12. Date of last entry into the U.S. will be found on your most recent stamp on your I-20, passport, visa, or I-94.
13. Place of last entry will be found on your most recent stamp on your I-20, passport, visa, or I-94. It is the location where the stamp was applied and is usually a code such as DAL for Dallas/ Fort Worth, LAX for Los Angeles, HOU for Houston, etc...
14. Did you last enter the U.S. as an F-1 visa student or under a different visa category (example B2, H1-B, etc.)?
15. F-1 visa student
16. Fill in the as shown below:
(c), (3), (B)

Form I-538: Section A

1. Family name in caps, first, middle
2. Date of birth
3. Student admission number will be 11 digit number on I-94
4. This will be the date your first F-1 visa was issued.
5. Associate, Bachelors, or Masters
6. Academic major
7. Please explain the employment you will be seeking and how it is related to your academic major. Please include your OPT start date and end date. Remember that your OPT start date will need to be within 60 days of the last day of your last registered semester. The OPT start date is the date you are eligible to begin your OPT employment.
8. If you have had any periods of Curricular Practical Training (CPT) employment please provide the information here. Be sure to sign and date below this section. **Please be sure to sign the form below this section.**
9. Section 9-11 will be completed by the DSO.