OPT APPOINTMENT CHECKLIST

☐ GRADUATE STUDENTS:
Stop by Graduate School or call X7464 and request an OPT letter. The Graduate School will deliver the letter to OIP.

☐ UNDERGRAD STUDENTS:
Bring UAOnline Degree Works course printout to OPT appointment.

Request letter from faculty advisor/chair stating anticipated completion date, etc. Sample letters are located at
Graduate students: http://uaf.edu/oip/current-intl-student/sample-dept-letters/opt-grad/
Undergraduate students: http://uaf.edu/oip/current-intl-student/sample-dept-letters/opt-undergrad/
The letter must be received before the post-completion OPT I-20 will be issued.

☐ Complete and sign Form I-765

Sign Form I-765 between lines in BLACK ~ your signature will be scanned and placed on OPT card. Or wait and sign in during your OPT appointment.

☐ Complete and sign Form I-538 with requested OPT dates. Requesting OPT in the field of (name of degree on your I-20)

☐ 2 passport photos – taken within last 30 days http://www.uaf.edu/files/oip/o_p_t_Photo_reqts.pdf
If wearing white shirt in other passport photos, change to color or stripped shirt. Must look different.

☐ Schedule OPT appointment – 1 hour max. Email OIPI for appointment scheduling.

Bring to appointment:
- ALL immigration documents (I-20's, passport, I-94, fee payment, etc.)
- Undergrads – also bring UAOnline Degree Works course printout.
- $380 fee – postal money order preferred; personal check also accepted. Make money order or check payable to “U.S. Department of Homeland Security”.

Graduate Students on OPT may not work for the department after the end date on their I-20 - Line Item 5, unless they have received their OPT card authorizing them to continue working.

Undergraduates may continue to work 20 hours per week on campus until the end of the semester.

For complete OPT instructions go to: http://uaf.edu/oip/current-intl-student/ 7/2015