**OPT GUIDE**

**STEP 1**
**INFO SESSION**

**ATTEND ONLINE INFO SESSION**
Join the Zoom session linked on GVSU International Student’s Blackboard Organization:

**Sep 28, Tuesday, 2-3 PM**

If you cannot attend the session live, a recording will be posted to Bb.

**STEP 2**
**OPT REQUEST FORM**

**AVAILABLE ON BLACKBOARD**

Complete OPT Request form. Your requested start date is critical! This is used to create your OPT Request I-20 and considered by immigration when approving your OPT work authorizations.

**PASSPORT PHOTOS**
2 color passport photos. Available for purchase at Walgreens.

**CHECK**
$410 check made out to USCIS. This can be:
- personal checks
- cashier’s check
- money order (Meijer’s customer service desk, bring $410 cash)

**STEP 3**
**PHOTOS & CHECK**

**STEP 4**
**IMMIGRATION FORMS**

**AVAILABLE ON BLACKBOARD AND ONLINE**

Complete:
- G-1145
- I-765 : original signature required!

Print one-sided for your application to USCIS.
Submit on Blackboard for review

**STEP 5**
**PREPARE DOCUMENTS**

Make color photocopies of the following to submit to USCIS:
- passport photo page
- visa stamp
- I-94
- previous EAD (if applicable)
- Previous I-20s

Submit color PDF scans of photo page, visa stamp, and I-94 on Blackboard.

**STEP 6**
**1:1 MEETING**

You will meet with Kate or Libby to review your documents and answer any individual questions.

These meetings will be scheduled during the live info Session (see Step 1).

**STEP 7**
**ORDER DOCUMENTS**

1. Passport Photos
2. Check
3. G-1145
4. I-765
5. Copy of passport photo page
6. Copy of visa stamp
7. I-94
8. Copy of previous EAD (if applicable)
9. Copy of new OPT Request I-20
10. Previous I-20s (newest to oldest)

**STEP 8**
**MAIL WITH TRACKING!!**

Via USPS, 1:765 C03 131 South Dearborn 3rd Floor Chicago, IL 60603-5517

Via FedEx, DHL, or UPS, USCIS Attn: 1:765 C03 131 South Dearborn 3rd Floor Chicago, IL 60603-5517

**QUESTIONS?**
Contact GVSU’s ISS: istudents@gvsu.edu