

## OPT APPLICATION INSTRUCTIONS AND CHECKLIST

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F-1 Students are eligible to apply for 12 months of work authorization to start during the 60 day post-completion grace period. Each application can take up to 3 months for processing, early application is recommended.

Below are instructions on how to obtain an OPT endorsed I-20 necessary for an OPT application:

### STEP ONE: Verify eligibility to apply:

- Academic clearance form:**  
[http://www.udmercy.edu/life/iso/files/Academic\\_Clearance\\_Form.pdf](http://www.udmercy.edu/life/iso/files/Academic_Clearance_Form.pdf)
  - If you are applying before the end of the semester, this form must be signed by your advisor or Dean's office to confirm you are on track to graduate at the end of the semester. \*If you are applying after graduation during your 60 day grace period, this form is not required
  
- Student Account holds – any holds on your student account with University of Detroit Mercy must be cleared before you can request an OPT I-20. Students with holds will not be recommended for OPT**

### A COMPLETE OPT APPLICATION REQUIRES:

- Photocopy of I-20 with OPT recommendation – you will receive this when you meet with ISO and confirm eligibility to apply**
  
- G-1145 form:** <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>
  - This form allows you to receive text and email updates on your application
  
- I-765 form:** <http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>

#### \* FILL OUT FORM ONLINE AND PRINT, DO NOT HAND WRITE\*

- Check 1.a. at the top – *Initial permission to accept employment*
- 12.a.
- 13.a – indicate whether you have been issued a social security number
  - – If you don't have an SSN, choose No, SKIP TO ITEM 14
- 14 – if you DO NOT have an SSN, select 'Yes'
- 15 if you DO NOT have an SSN select 'Yes'
- 27 – please write ( C ) ( 3 ) ( B )
- Items 28-31 should be ignored
- Certification: sign under '**APPLICANT SIGNATURE**'



**Photocopies of the following:**

- Passport – color copies are recommended for clarity of your ID photo
- Student Visa page
- I-94 – copies can be printed here: <https://i94.cbp.dhs.gov/i94/#/home> or a copy of the front and back of your I-94 card in your passport if you arrived in the country before 2013.

**Two Passport photos – PHOTOS MUST BE LESS THAN 30 DAYS OLD.**

Left-over photos from visas will result in your application being rejected.

CVS/Walgreens/other drug stores can create passport photos. Gently print your name and SEVIS number on the back. Examples of acceptable photos can be found here:

<https://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>

**US Bank issued check or Money Order for \$410.00** made payable to: **US DEPARTMENT OF HOMELAND SECURITY. The bank check must have your name preprinted.** If you send in a money order, please save the receipt! **Please see USCIS fee listings here to confirm:**  
<https://www.uscis.gov/forms/our-fees>

Students who are no longer in the Detroit area may scan and email their application materials in request for an OPT I-20.

**ONCE YOUR APPLICATION MATERIALS ARE PREPARED:**

**Contact ISO to make an appointment with Weihong Sun/PDSO to review materials. Her contact information is:**

**Email:** [sunwe@udmercy.edu](mailto:sunwe@udmercy.edu)

**Phone:** (313) 993-3323

