

INTERNATIONAL STUDENTS & SCHOLARS

E-Filing Pre & Post-Completion OPT Document Checklist

DISCLAIMER: Please use this as a resource when you are applying for Pre or Post-Completion OPT work authorization using the e-file option on the MyUSCIS website. This information has been compiled by ISS, but we are not legal professionals. You are responsible for accurately completing the appropriate USCIS e-form(s) and submitting your application to USCIS in a timely manner.

Tips for Uploading Documents:

- Make sure each image is clear and that all text is readable.
- You can upload multiple files in each section, if needed.
- Files must not be larger than 6MB. Files must be in one of these formats: PDF, JPG, or JPEG.
- Do not encrypt or password protect your files.

Document List:

Compile the below documents then follow our [Pre and Post-Completion OPT Step by Step E-Filing Guide](#)

1. Copy of OPT I-20 (sign and date it with black or blue ink)
2. Copy of Unexpired Passport
3. Copy of I-94 (for white card version, copy front & back; for online version, go to www.cbp.gov/i94)
4. Copy of all previously issued I-20s that contain CPT, OPT or Economic Hardship (do not submit copies of page 3, the instruction page)
5. Copy of any previously issued Employment Authorization Documents (EAD cards)
6. TWO U.S. Passport Style Photos taken within the last 30 days (for photo requirements, go to: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>)

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