

To apply for OPT, submit the following documents to ISSS [online](#) or hand them in to the ISSS office (DO NOT STAPLE ANYTHING TOGETHER):

- Form I-765 (See: <https://www.uscis.gov/>, click on “forms”. You can complete the I-765 online or print and fill by hand).
- Form G-1145 (See: [Form G-1145, E-Notification of Application/Petition Acceptance](#) - this form is optional but recommended)
- Photocopies of ALL previously issued Forms I-20. Make sure you have your “initial” I-20. If you are missing any forms’ I-20 you need to write a letter to the USCIS explaining what happened to it. Address the letter “To whom it may concern”.
- Academic advisor form (not required for STEM extensions). You can find this on the ISSS website: <http://www.temple.edu/iss/employment/documents/OPTAdvisorForm.pdf>
- Student request form for OPT recommendation, you can find this on the ISSS website: <http://www.temple.edu/iss/employment/documents/OPTStudentRequestForm.pdf>

Make sure you have selected the start and end dates of the employment. Instructions for choosing the dates are on the “Student request for OPT Recommendation” (not required for STEM extensions – the extension starts the day after your current OPT ends). We cannot make the recommendation without it. It must be in date format: mm/dd/yy – NOT: “Early June”, for example.

- Application fee (currently \$410.00) - You may pay the fee with a money order, personal check, cashier’s check, or credit card using [Form G-1450, Authorization for Credit Card Transactions](#). If you pay by check, you must make your check payable to the U.S. Department of Homeland Security. Make sure the date on the check is written as “Month/Day/Year”; ***DO NOT HAND IN YOUR APPLICATION FEE PAYMENT TO ISSS**
- Obtain two passport-style photos; 2”x2”, white background, including shoulders and up. (For guidelines, go to: <https://travel.state.gov/content/passports/en/passports/photos/photos.html>)
- Submit a copy of Form I-94 (Can be found online: <https://i94.cbp.dhs.gov/i94/#/home#section>)
- Copy of any previous EAD cards received (front and back of card). You would only have an EAD card if you applied for some type of employment authorization before (not CPT).
- Copy of your academic history at Temple (available through TuPortal, Self-Service Banner; not required for STEM extensions).
- Copy of Transcripts from ALL US schools that you have attended (originals are not required, print-outs and copies are fine; not required for STEM extensions). If you’ve only attended Temple, then just submit the Self-Service Banner academic history.
- Copy of your F-1 visas
- Copy of most recent entry stamp - the one matching the I-94
- Copy of your unexpired passport photo and passport validity page(s).

For STEM extensions only:

We do not need academic advisor’s form or transcripts. Instead of these two items, submit:

- Form I-983 (Training plan for STEM OPT students), you can find online here: <https://studyinthestates.dhs.gov/form-i-983-overview>
- A copy of your diploma
- 2-3 weeks of paystubs
- Letter from your employer regarding your employment status (title, length of employment, etc. This would be a standard employment verification letter). We do not have a template.

The materials you submit will be reviewed by the ISSS. You will be informed of any missing materials. You will receive an e-mail from the ISSS to your @temple.edu email account when the packet is ready. You will have to pick up the packet, review it, and mail the application to the USCIS. Please do not bring in the application during walk-in hours to be reviewed prior to submission. We review it entirely before we make the OPT recommendation.