SMU International Student and Scholar Services

Post-Completion OPT Checklist

❑ Meet with your Program Director or Academic Advisor to confirm that all requirements to graduate have been met.

❑ Review the Post-Completion OPT Information and Post-Completion OPT Tutorials on ISSS website to determine eligibility and understand the step-by-step process.

❑ Attend an OPT Workshop.

❑ Complete the Maintaining Your Status During OPT Canvas course.

❑ Pay the OPT SEVIS Maintenance Fee ($102) on the ISSS e-Store.

❑ Gather the required documents:
   o Copy of Passport ID Page
   o Copy of F-1 Visa or Change of Status I-797 Approval Notice
   o Most Recent I-94
   o Receipt of OPT SEVIS Maintenance Fee Payment ($102 fee)
   o Proof of Completion of Maintaining Your Status During OPT Canvas course with a score of 100% on all quizzes
   o Copy of any previous EAD cards (front and back)

❑ Submit the Pre-/Post-Completion I-20 Request via DocuSign to ISSS at least one month before filing the I-765.
   o Wait 5 business days for ISSS to process your Post-Completion OPT I-20 Request. Your new I-20 with the Post-Completion OPT recommendation will be emailed to your SMU email or ready for pick up at the ISSS Front Desk.

❑ Prepare your documents to file with the Form I-765:
   o 2x2 inch photo (taken within the past 30 days)
   o Most Recent Form I-94
   o Scanned Copy(ies) of All Previous EADs
   o Scanned Copy(ies) of Current Passport(s) and F-1 Visa or Change of Status I-797 Approval Notice
   o Form I-20 with Post-Completion OPT Recommendation issued within the past 30 days
   o Scanned Copy of Diploma and Official Transcript with the Conferral Date

- ❏ File the [Form I-765](#) with USCIS. USCIS must receive your application before the end of your 60-day grace period.
    - o Do not file your I-765 online without a Post-Completion OPT I-20 issued within the past 30 days from ISSS.
    - o Can be filed as early as three months before your 'Program End Date' on your I-20.
- ❏ Wait 3-4 weeks for your Post-Completion OPT receipt notice (i.e. I-797 Notice of Action) to be delivered in the mail.
- ❏ Wait about 90-100 days for your Employment Authorization Document (EAD) to be approved and delivered in the mail. While your Post-Completion OPT application is pending, you may <u>not</u> start working.
- ❏ Start employment no earlier than the start date listed on your EAD.
- ❏ Create your [SEVP portal](#) login.
    - o Review [SEVP Portal Information](#) on Study in the States.
- ❏ Report any updates to your contact and employer information to ISSS.
- ❏ Refer to the [Reporting Requirements Guide](#).
    - o Complete and submit validations every six months to ISSS.
    - o Ensure employment and biographical information is accurately reported in SEVIS by checking your [SEVP portal](#).
- ❏ Request an updated I-20 after reporting employment changes by submitting the [Document Request/Reprint Form](#) via DocuSign.