



# Olin College of Engineering

International Scholars  
Student Affairs and Resources 1000 Olin Way Needham MA 02492

## OPT Application Checklist

- Completed I-765 Form, preferably typed, printed, and signed with pen
- All previously issued I-20's and I-20 **with OPT recommendation**
- Passport
- Visa
- I-94 (downloaded from <https://i94.cbp.dhs.gov/I94/#/home>)
- \$550.00 fee, check or money order payable to the U.S. Department of Homeland Security  
(DO NOT abbreviate the name). They will NOT accept cash.
- Two (2) full-frontal passport/visa photos (2 inch by 2 inch square). Do not use the same photo as your passport or visa photo as these could be rejected. Ideally the Photo should be less than 30 days old. (glossy photo paper) Full name & I-94 number on back with pencil or pen (non-gel pen)

### RECOMMENDED

- G1145: tracking document (email/text message notification of your application's arrival at USCIS). This is the first document in the package.

Send the completed application to:

#### U.S. Postal Service (USPS):

USCIS  
PO Box 805373  
Chicago, IL 60680

#### FedEx, UPS, and DHL deliveries:

USCIS  
Attn: I-765 C03  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517