



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

OPT APPLICATION SUBMISSION CHECKLIST

- ☐ Complete the [Student Request for OPT Form](#) for ISS (completed during appointment)
- ☐ Receive **NEW** form I-20 with OPT recommendation from the ISS advisor (this MUST be completed before you submit your I-765)

Steps to complete your I-765 application:

- ☐ Create an account online at uscis.gov/i-765
 - Select Post-Completion OPT (c)(3)(B)
 - A question will ask for your “A” number, if applicable. Most F-1 international students do not have an Alien Number.
- ☐ You will need to upload the following items:
 - NEW I-20 with OPT recommendation (Received at meeting with ISS advisor)
 - Passport ID page
 - Your most recent form I-94 (printed from <https://i94.cbp.dhs.gov/I94/#/recent-search>)
 - If applicable, evidence of CPT employment, copies of prior I-20s with CPT authorization
- ☐ Starting December 2025, all I-765 applicants will have to wait for USCIS to issue a [Biometrics Services Appointment](#) (BSA) at an [Application Support Center](#) (ASC) in order to have a photograph taken. The nearest ASC is in Milwaukee.
- ☐ It is recommended to use the I-House address if you don’t know your address after graduation. USCIS will send the EAD card by mail. ISS will notify you by email when the document is delivered.

International House
Lawrence University
711 E. Boldt Way
Appleton, WI 54911
- ☐ If applicable, expired or current **EADs** (Employment Authorization Documents)
- ☐ Prepare to pay the **\$470.00 fee** (final step in the online I-756)

Earliest date you can apply (90 days before I-20 end date): _____

Last date you can apply (60 days after 1-20 end date): _____

Date the OPT I-20 expires (30 days from printed): _____

It is **critical** that you submit your Form I-765 **within 30 days** of your OPT I-20 being issued. After 30 days, the OPT recommendation in SEVIS will expire, and any I-765 application filed after that point will be **automatically denied**.

Processing times for the I-765 vary significantly, typically ranging from **4 weeks to 3 months**. During peak OPT application periods (April through June), expect processing to take closer to **3 months**. Please note that the processing times listed on the USCIS website are often **inaccurate**.