

## 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 IO [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 [IO e-Store](#).
- Gather the required documents:
  - Copy of Passport ID Page
  - Copy of F-1 Visa or Change of Status I-797 Approval Notice
  - [Most Recent I-94](#)
  - Receipt of OPT SEVIS Maintenance Fee Payment (\$102 fee)
  - Proof of Completion of Maintaining Your Status During OPT Canvas course with a score of 100% on all quizzes
  - Copy of any previous EAD cards (front and back)
- Submit the [Pre-/Post-Completion I-20 Request](#) via DocuSign to IO at least one month before filing the I-765.
  - Wait 5 business days for IO 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 IO Front Desk.
- Prepare your documents to file with the Form I-765:
  - 2x2 inch photo (taken within the past 30 days)
  - Most Recent Form I-94
  - Scanned Copy(ies) of All Previous EADs
  - Scanned Copy(ies) of Current Passport(s) and F-1 Visa or Change of Status I-797 Approval Notice
  - Form I-20 with Post-Completion OPT Recommendation issued within the past 30 days
- File the [Form I-765](#) with USCIS. USCIS must receive your application before the end of your 60-day grace period.
  - Do not file your I-765 online without a Post-Completion OPT I-20 issued within the past 30 days from IO.
  - Can be filed as early as three months before your 'Program End Date' on your I-20

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- 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 not start working.
- Start employment no earlier than the start date listed on your EAD.  
Create your [SEVP portal](#) login.
  - Review [SEVP Portal Information](#) on Study in the States.
- Report any updates to your contact and employer information to IO.
- Refer to the [Reporting Requirements Guide](#).
  - Complete and submit validations every six months to IO.
  - 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.