



INTERNATIONAL STUDENT SERVICES

Optional Practical Training (OPT) Checklist

ELIGIBILITY: F1 students who completing a degree can apply for one year of full-time employment that is directly related to his/her major. Students must have been in lawful, good standing for at least one academic year. Students are encouraged to submit he request 90 days prior to program completion date.

You will need:

1. The I-765 application. It is available through our office or our website (www.park.edu/international/iss.asp). Fill it out, sign it and indicate “**(C) (3) (B)**” in item #16.
2. A photocopy (front and back) of your I-94 card (which is the white card stapled to your passport).
3. A photocopy of the visa page of your passport.
4. A photocopy of the passport picture page.
5. An enlarged color copy of an ID card i.e. student ID or Driver’s License
6. A photocopy of the front and Back of any previous Employment Authorization Cards.
7. \$340 in a check or money order made payable to Department of Homeland Security.
8. 2 passport size photographs – the exact size is outlined in the I-765 form.

Once you have completed all of these steps, please call Michael Hernandez or Kimberly Connelly in Park University’s Office of International Student Services, 816-584-6379/6834 to make an appointment. When you come for your appointment you will need to drop off your required documents. The following will be issued to you:

- A new I-20 indicating your request – which you will need to sign and a copy of this will be sent with your application.

****NOTE:**

1. The normal processing time is 90 days.
2. **Students are encouraged to submit he request 90 days prior to program completion date.**
3. The authorization will automatically be cancelled if the student fails to maintain status, transfers to another school, enrolls in classes or is granted a program extension. If any of these situations occur, you will need to report to our office immediately.