![International Services & Programs - HOUSTON COMMUNITY COLLEGE]

Post-Completion OPT Documents
(for Uploading in F-1 Student Checklist)

Personal Information:

_____	_____	_____
Family (Last) Name	First Name	Date of Birth (MM/DD/YY)

Document Items:

1____ [OPT Commitment Letter](#) (electronic signature acceptable)

2.____ [F-1 Student Program Completion Verification Form](#) *

3.____Completed [form I-765](#) (10/02/2020 edition typed, not handwritten; electronic signature is **not acceptable**)

4.____Completed [form G-1145](#) (typed, not handwritten)

5.____Copy of **passport** (at least 6 months from the filing date, or include a receipt for extension or renewal)

6.____Printout of **I-94** https://i94.cbp.dhs.gov/I94/#/home > click on **Get most recent I-94** or your **I-797A**

7.____Copies of all previous employment authorization documents (EADs) **if any**

Optional: If you want your DSO to review your payment document and photos for accuracy, you can upload also:

- *Copy of $410 money order or personal check payable to* **US Department of Homeland Security**

- *Copy of front and back side of your* **recent passport photo** *(name and I-94# lightly written on the back side)*

    $410 payment and two (2) photos are part of your mailing packet to USCIS

Notes:

*The CVF form should be submitted to hcc.f1advisors@hccs.edu . Please include your HCC ID number in your email. If you have already applied for graduation or for reduced course load (RCL) for this semester, the form should be part of your file and you won't need a second one.

***Add in **Part 6, Additional Information**, all previously used SEVIS IDs and any previously authorized CPT or OPT and the academic level in which it was authorized. The DSO will provide screenshot of your CPT history (if any) to add to your mailing packet.*

Tutorial: [How to Upload OPT Documents on your To Do List](#)