**[Your Full Name]**

**[SEVIS ID: Nxxxxxxxxxxxxx]**

**[I-94: xxxxxxxxxxxxx]**

**RE: Form I-765 Application for Employment Authorization for Post-Completion Optional Practical Training (c)(3)(B), F-1 Student**

[Date used on I-765]

Dear USCIS Officer:

**Post-Completion OPT Requested Dates [xx/xx/xxxx – xx/xx/xxxx]**

This Post-Completion Optional Practical Training (c)(3)(B) application includes the following:

* Form G-1145, E-Notification of Application/Petition Acceptance
* Check/money order of $410 made out to U.S. Department of Homeland Security *OR* Form G-1450, Authorization for Credit Card Transactions (only include the option you are using for payment and remove the others)
* 2 passport-style photographs taken within the last 30 days with my name and I-94 on the back of the photo in pencil
* Form I-765, Application for Employment Authorization
* Copy of OPT I-20
* CPT History printout from SEVIS
* Copy of passport
* Copy of visa (remove this line if you do not have an F-1 visa stamp [e.g. if you are a Canadian citizen])
* Copy of most recent Form I-94
* Copies of all previous I-20s

 *(Use only if you have had a previous SEVIS number and/or previous practical training. Examples include: transferring your status at the same academic level; changing levels — e.g. Bachelor’s to Master’s; leave of absence)*

In addition, I would like to explain the following:

* Statement explaining previous history. Be as detailed as possible.
* Documentation verifying statement above. Items include: EADs, letters from previous school(s) verifying practical training authorizations, etc.

Thank you for your time and attention.

Respectfully,

[Your Signature]

[Your Full Name]