FORT HAYS STATE UNIVERSITY
GLOBAL AFFAIRS AND INTERNATIONAL
STUDENT SERVICES

OPT Online
Internal Forms Submission
Undergraduate Students

To receive the OPT endorsed I-20 for the online application, you will need to complete and submit these documents to the International Student Services & Global Affairs Office in the Memorial Union 014

Checklist for Online Application Submission:

_____Completion of the I-765 employment authorization
_____Electronic copy of I-94 Arrival/Departure Record
_____Previous Employment Authorization Document if applicable
_____Electronic copy of I-20's with CPT or OPT endorsements, if applicable
_____Electronic copy of new OPT endorsed I-20—**DO NOT** submit application without this
_____Electronic copy of passport
_____Electronic copy of visa page

Checklist for Internal Document Submission to ISS Office:

_____Academic Advisor Recommendation Form
_____Grade Sheet Check for Instructors—to show current grade, not final grade
_____Form G-1145
_____OPT Reporting Document