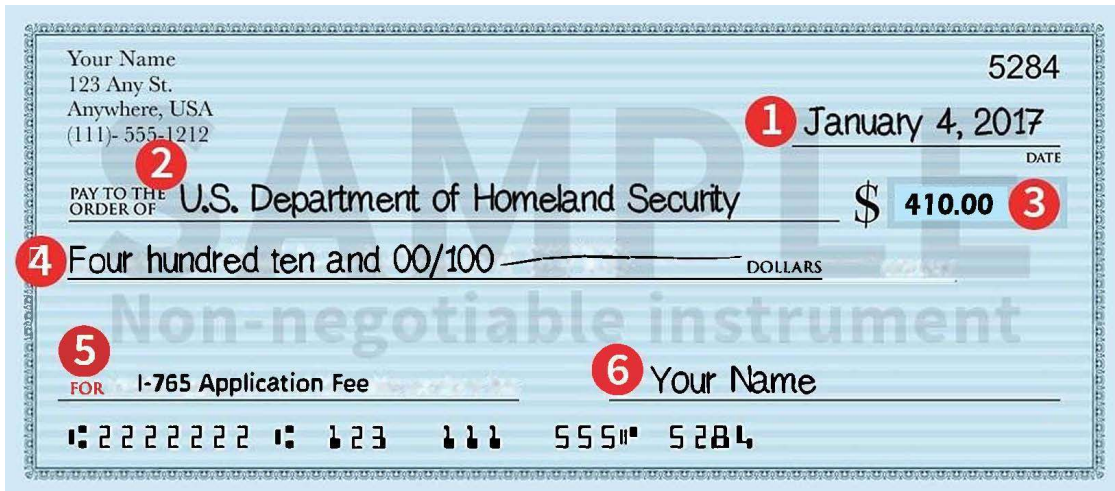


## Optional Practical Training (Post-Completion)

### How to Write a Check for your OPT application

Personal checks must be pre-printed with the name of the bank and the account holder. Also, the account holder's address and phone number must be pre-printed, typed or written in ink on the check. All checks must be typed or written in ink.



Your Name  
 123 Any St.  
 Anywhere, USA  
 (111)- 555-1212

5284

1 January 4, 2017  
DATE

2 PAY TO THE ORDER OF U.S. Department of Homeland Security \$ 410.00 3

4 Four hundred ten and 00/100 DOLLARS

5 FOR I-765 Application Fee 6 Your Name

⑆ 22222222 ⑆ 123 111 555⑈ 5284

- 1 Write the date you are filling out the check including: month, day and year. \*Important note: Write the date of the check in the U.S. style of **month/day/year**. (Example: **January 4, 2017** or **1/4/17**, but **not** 4/1/17.)
- 2 On the "Pay to the Order of" line write: "**U.S. Department of Homeland Security**." (not "USDHS" or "DHS").
- 3 Write in numbers the exact dollar amount of the fee for the service you are requesting. In the example, the amount is "**\$410.00**."
- 4 Spell out the exact dollar amount of the fee for the service you are requesting. The "cents" portion of the amount should be written as a fraction over 100. In this example, the amount is "**Four hundred ten and 00/100**."
- 5 Write a brief description of the purpose of your payment and include the applicant's name in the memo line. In this example, it is "**I-765 Application Fee**."
- 6 Sign the check using your legal name.