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.

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.)

On the "Pay to the Order of" line write: "U.S. Department of Homeland Security." (not “USDHS” or “DHS”).

Write in numbers the exact dollar amount of the fee for the service you are requesting. In the example, the amount is "$410.00."

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."

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."

Sign the check using your legal name.