

Office of International Services Optional Practical Training (OPT) Checklist

This checklist is intended to help you prepare your OPT application to send to USCIS. It is your responsibility to ensure that you have all required documents. If you would like to have your documents reviewed by an OIS advisor, bring all of the items below to your OPT filing appointment. If the item is a copy of an original document, it is helpful if you bring the original document as well.

- [USCIS Form I-765](#) completed and signed by the student. The code for question 20 is (c)(3)(b) if you're filing for post-completion OPT (this is the most common) and (c)(3)(a) if you're filing for pre-completion OPT. **We recommend single sided printing for USCIS forms.**
 - [USCIS Form G-1145](#), E-notification of Application/Petition Acceptance for email/text notification updates regarding your petition.
 - 2 Passport-style photographs that meet [USCIS specifications](#) found on Form I-765 instructions.
- Payment of the USCIS processing fee. There are two options:
- A check or money order in the amount of \$410 made payable to "U.S.Department of Homeland Security" (to view a sample check, visit the USCIS website page for [Paying Immigration Fees](#)
 - Credit card payment via [USCIS Form G-1450](#)
 - Copy of pages 1 and 2 of I-20 with OPT recommendation (recommendation can be found on page 2). This is the document you will receive at your OPT appointment.
 - Copy of your current [I-94 Arrival/Departure Information](#).
 - Copy of your current unexpired passport id page
 - Copy of your current F-1 visa stamp (Canadians are exempt from this requirement).
 - Copies of front and back of any previous work authorization cards (EADs) you have **EVER** been issued.

You are advised to make a copy of your entire application before mailing it to USCIS for your record.

MAILING INSTRUCTIONS: Send application to the appropriate USCIS office, based upon the address used on the I-765. Be careful that the address you use on the I-765 is one at which you may receive mail.

***Important:** The OPT application must be filed within 30 days of receiving your OPT recommendation from an OIS advisor. Your advisor's OPT recommendation date is the date that your most recent I-20 (with OPT recommendation on page 2) was printed. Failure to submit your application during this time frame WILL result in a denial of your application.*

<p><u>USCIS Dallas Lockbox should be used if your address is in:</u> Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</p>
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<p>Send your application by express mail or courier delivery: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>

<p><u>USCIS Phoenix Lockbox should be used if your address is in:</u> Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam or the Northern Mariana Islands</p>

<p>Send your application by express mail or courier delivery: USCIS Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034</p>
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