REMINDER: The OPT application must be received by USCIS within 30 days of the date on which ISSS issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.

To prepare the OPT application for USCIS, assemble the following documents:

- **Form G-1145, E-Notification of Application/Petition Acceptance** – (recommended)
  - To receive an e-Notification when your Form I-765 has been accepted
  - Attach it to the front of the application

- **Two US Passport-Style Photos**
  - Taken recently
  - Lightly print your name on the back of each photo with a pencil
  - Individuals should not wear glasses when posing for their photos.

- **I-765 Application Fee**
  - Currently fee is $410; [https://www.uscis.gov/forms/our-fees](https://www.uscis.gov/forms/our-fees)
  - Personal check or money order payable to “US Department of Homeland Security”. Do not abbreviate.
  - Do not use starter checks (those that do not have your name/address printed)

- **Form I-765**
  - Type or print legibly in black ink
  - Be sure to sign in blue ink and within the signature box
  - For “I am applying for” select “Initial permissions to accept employment”
  - For Part 2, Mailing Address - Make sure the address you list on this form will be accurate for at least 90 days as this is where USCIS will send your Receipt Notice, Approval Notice and EAD. If you will use a reliable friend or family member’s address, please make sure to enter their name in line 5.a. (In Care of Name).
  - In Item #27 write:
    - (c) (3) (A) for pre-completion OPT
    - (c) (3) (B) for post-completion OPT

- Photocopy of the new OPT I-20

- Photocopies of all previous I-20’s

- I-94 Printout [www.cbp.gov/i94](http://www.cbp.gov/i94) or copy of the I-94 card (front and back)

- Photocopy of passport bio page

- Photocopy of F-1 visa (citizens of Canada and Bermuda are exempt)

- Photocopy of all previous EADs (if applicable)
**Final Steps:**

1. Check all documents for completeness and accuracy.
2. Be sure to sign Forms I-20 and I-765.
3. Make a complete copy of your application for your records.
   - ISSS does not maintain copies of OPT applications.
   - All documents should be single-sided. Do not use staples.
   - Keep a copy of your express mail receipt and money order receipt, if applicable.
4. Mail completed application to the USCIS office that has jurisdiction over the address listed on your Form I-765 (see below):

**USCIS Mailing Address and Instructions:**

The USCIS “Dallas Lockbox” filing location is applicable to the following states and territories:


<table>
<thead>
<tr>
<th>US Postal Service Address</th>
<th>Express Mail &amp; Courier Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>P.O. Box 660867</td>
<td>ATTN: AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Highway 121 Business</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

If the state you put on form I-765 in item 3 is not in this list, refer to the different mailing instructions for F-1 OPT applications in the I-765 Instructions.

Finally, we recommend that you mail your application by express mail such as Federal Express or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.