

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](#) - (highly 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 (photos cannot be more than 30 days old)
 - 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 the fee is \$410; See <https://www.uscis.gov/forms/our-fees>
 - Include a personal check or money order payable to “US Department of Homeland Security”. Do not abbreviate this. Write “USCIS I-765” in the memo/for line.
 - Do not use starter checks (those that do not have your name/address printed)
 - Do not use check or money orders from a foreign bank

- [Form I-765](#)
 - Make sure to use the 08/25/20 edition
 - Type or print legibly in black ink
 - For “I am applying for” select “Initial permissions to accept employment”
 - For PART 2, *Information About You*
 - Item 1 - List your name exactly as it appears on the biographical page of your passport. In *Other Names Used*
 - Items 2 – 4 - write “None” or “N/A” if you haven’t used another name.
 - 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
 - In items 28 – 30 enter N/A in each field
 - PART 3 – Select 1.a. and enter N/A in items 1.b – 2
 - Provide your Contact information under “*Applicant’s Contact Information*”
 - Be sure to sign and date the form inside the box under “*Applicant’s Signature*”
 - Signature must be written, (preferably blue ink).
 - Do not use an electronic signature

 - PARTS 4 & 5 are for those using an interpreter or a paid preparer to complete the form. Since you will be completing the form yourself, you can enter “N/A”, or “Not Applicable”

 - Part 6 needs to be completed ONLY if:
 - You had a previous SEVIS ID.
 - You have ever been approved for CPT or OPT in the past.
 - This information is listed on your I-20’s.

Example if you had a previous SEVIS ID:

5.a. Page Number	5.b. Part Number	5.c. Item Number
3	2	26

5.d. Previous SEVIS ID:
 N000125468, 08/27/2013 to 05/15/2017,
 bachelor's,

Example if you had a previous SEVIS ID:

5.a. Page Number	5.b. Part Number	5.c. Item Number
3	2	26

5.d. Previous SEVIS ID:
 N000125468, 08/27/2013 to 05/15/2017,
 bachelor's,

Example for CPT Authorization:

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	27

3.d. CPT Authorization:
 Master's, Full-Time, 06/01/2018 to
 08/15/2018

- Example for OPT Authorization:

4.a. Page Number	4.b. Part Number	4.c. Item Number
3	2	27

4.d. OPT Authorization:
 Bachelor's, Full-Time Post-Completion
 OPT, 07/10/2017 to 07/09/2017
 Master's, Part-Time, Pre-Completion
 OPT, 09/01/2018 to 12/01/2018

- Document Photocopies – do not send originals:
 - New OPT I-20 (make sure to sign and date)
 - All previous I-20's
 - I-94 Printout www.cbp.gov/i94 or copy of the I-94 card (front and back)
 - Passport ID or biographical page
 - F-1 US visa (citizens of Canada and Bermuda are exempt)
 - All previous EADs (if applicable)

Final Steps:

1. Check all documents for completeness and accuracy. Refer to [I-765 Instructions](#).
2. Be sure to sign Forms I-20 and I-765.
3. Keep 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:

- **This is based on your U.S. Physical Address.**

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

Pennsylvania, New Jersey, Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Mexico, New York, North Carolina, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia.

US Postal Service Address	Express Mail & Courier Services
USCIS	USCIS
P.O. Box 660867	ATTN: NFB AOS
Dallas, TX 75266	2501 S. State Highway 121 Business
	Suite 400
	Lewisville, TX 75067

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

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.

US Postal Service Address	Express Mail & Courier Services
USCIS	USCIS
P.O. Box 21281	Attn: NFB AOS
Phoenix, AZ 85036	1820 E. Skyharbor Circle S
	Suite 100
	Phoenix, AZ 85034

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