• **Form G-1145, E-Notification of Application/Petition Acceptance** – (optional)

• **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
  - 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**
  - For “I am applying for” select “Renewal of my 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) (C)
  - In item #28.a. Provide your degree level and major.
  - In Item 28.b and 28.c. List your employer’s name and their E-verification identification number.
  - 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 have ever been approved for CPT or OPT in the past
    - You previously had another SEVIS ID

• Photocopy of the qualifying STEM degree transcript and/or diploma (if it states the major)

• Photocopy of pages 1 and 2 of the new I-20 with the STEM OPT extension recommendation

• Photocopies of all previous I-20’s (pages 1 and 3 or pages 1 and 2)

• I-94 Printout 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
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.