• **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**
  - USCIS will increase the filing fee from $380 to $410 on December 23, 2016. The date that your application is received by USCIS will determine which fee is applied. Please confirm the proper fee by visiting: 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)

• Original & Completed **Form I-765**

• For “I am applying for” select “Renewal of my permissions to accept employment

• For item #3, 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 use the C/O notation, (C/O Mary Smith, 123 Main St.)

• In Item #16 write “(c) (3) (C)

• In item #17 include the CIP code and/or your degree as listed on your I-20. Your employer’s name and their E-verification identification number.

• 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.