

## USCIS OPT 12-Month Application Checklist

Items to be submitted to United States Citizenship and Immigration Services (USCIS)

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Revised  
1/17

The Office of International Services has updated your I-20 reflecting our support of your petition to file for OPT. It is the student's responsibility to complete the required application and mail it to USCIS in a timely manner. The OPT application must be received by USCIS within **30 days** of the date that appears on page 1 of the OPT I-20. In addition, all OPT applications must be received by USCIS within 60 days of the student's program end date.

### USCIS Application Checklist

Assemble application materials in the order indicated below. Paperclip check and passport photos on top.

- Form G-1145** (<https://www.uscis.gov/g-1145>)
  - Typed, not handwritten
- Original, signed Form I-765** (<https://www.uscis.gov/i-765>)
  - Typed, not handwritten
  - At top, mark: Permission to accept employment
  - Item 11: Have you ever received an EAD card before? If yes, provide info for all previous EAD cards:
    - Which USCIS Office: *California, Potomac, Texas, Vermont or Nebraska Service Center*
    - Dates: *Dates of EAD card validity (Handwrite if necessary)*
    - Results: *Granted*
  - Item 16: Eligibility category is (c)(3)(B) {small c, number 3, capital B}
  - Signature: Use black ink to sign name on the signature line
- Photocopy of Passport Page**
  - Page that includes photo, passport number and expiration date
  - Must be valid for at least 6 months from application date
- Printout of I-94 Arrival/Departure form** (<https://i94.cbp.dhs.gov/i94/#/home>)
- Photocopy of Complete OPT I-20**, signed and dated at the bottom of page 1
- Two (2) U.S. Style Passport Photos**
  - Write your name and I-94 number on the back of each photo
  - Do not use photos from your home country
  - Passport photos must be 2"x2" with proper facial dimensions of U.S. Style passport photos
  - See passport photo guidelines on the OPT online workshop for examples
- \$410 Check for Application Fee**
  - Make check payable to: US Department of Homeland Security
  - Write: *Four hundred ten dollars*
  - Write your date of birth and I-94 number on front of the check in the memo section (bottom left corner)
  - Do not write or sign on the back of the check
  - Check must have an imprinted name in upper left corner and either imprinted or handwritten address
  - Check must be a U.S. check drawn on U.S. bank but does not need to be from your own account

If applicable, include:

- Photocopies** of all previously issued EAD cards, CPT I-20s and OPT I-20s

**USCIS OPT 12-Month Application Checklist***Items to be submitted to United States Citizenship and Immigration Services (USCIS)*

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Revised  
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1. Make photocopies of the entire application for your records.
2. Mail application packet by certified US mail to the appropriate USCIS Lockbox Facility—see address below. Application must be received by USCIS within **30 days** of the I-20 issuance date—refer to the “School Attestation” section on page 1.

**If you currently live in:**

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 Commonwealth of Northern Mariana Islands

**Mail your application to:**For U.S. Postal Service (USPS) Deliveries:

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

For Express Mail and Courier Deliveries:

USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S, Suite 100  
Phoenix, AZ 85034

**If you currently live in:**

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

**Mail your application to:**For U.S. Postal Service (USPS) Deliveries:

USCIS  
P.O. Box 660867  
Dallas, TX 75266

For Express Mail and Courier Deliveries:

USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business, Suite 400  
Lewisville, TX 75067

**REPORTING REQUIREMENTS WHILE ON OPT**

All students on OPT are required to report any change of the following to OIS within 10 days:

- Legal name
- Employer name
- Employer address
- Changes in employment
- Personal contact information

Report all changes online: <http://websites.usc.edu/sa/OISOPT/Home/Index>