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 payment and passport photos on top.

- **Form G-1145** ([https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145))
  - Typed, not handwritten

- **Original, signed Form I-765** ([https://www.uscis.gov/i-765](https://www.uscis.gov/i-765))
  - Typed, not handwritten
  - At top, mark: Permission to accept employment
  - Item 15: Have you ever before applied for employment authorization from USCIS?
    - If yes, provide info for all previous EADs:
      - Which USCIS Office: California, Potomac, Texas, Vermont or Nebraska Service Center
      - Dates: Dates of EAD card validity (Handwrite if necessary)
      - Results: Granted

- **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](https://i94.cbp.dhs.gov/I94/#/home))

- **Photocopy of Complete OPT I-20**, sign and date the “Student Attestation” section

- **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 Application Fee Payment, choose one of two options:**
  - **Form G-1450** for US credit card payment
  - **Check from a US bank payable to: US Department of Homeland Security**
    - Write: Four hundred ten dollars
    - Write date of birth and I-94 number on front of the check in the memo section (bottom left corner)
    - If check is a cashier’s check, money order, or from another account holder, write your name as well
    - Do not write or sign on the back of the check
    - Check must have an imprinted name on upper left corner and imprinted or handwritten address

If applicable, include:

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

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: NFB 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: NFB 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

Refer to the OIS website for reporting requirements:
https://ois.usc.edu/employment/employment-f1/opt/post-completion-opt/