12-Month Post-Completion OPT Application Checklist

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

Revised 08/18

The Office of International Services has updated your I-20 reflecting our support of your petition to file for OPT. It is your responsibility to complete the required application and mail it to USCIS in a timely manner.

IMPORTANT: Remember to check “Date Issued” and “Program End Date” on Page 1 of your OPT I-20. If your application is received by USCIS more than 30 days after “Date Issued” and/or more than 60 days after “Program End Date” on Page 1, your OPT will be denied. Please contact OIS before mailing your application to USCIS if you are at risk of missing either deadline.

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)
  • Typed, not handwritten

☐ Original, Signed Form I-765 (https://www.uscis.gov/i-765)
  • Be sure to download most recent version of form and instructions from the USCIS link above to prevent OPT denial
  • For guidance on how to complete I-765, refer to USC’s Sample OPT I-765
  • Typed, not handwritten
  • Signature: Use black ink to sign name in the signature box. Ensure the signature stays within the box.

☐ 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 Most Recent Electronic Form I-94 (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 Slides 40-41 of OPT Instructions for further instructions

☐ $410 Application Fee Payment
  • Choose one of two options:
    ☐ Form G-1450 (https://www.uscis.gov/g-1450) for US credit card payment
    -OR-
    ☐ Check (personal, cashier’s, or money order) from a US bank
      • Make check payable: US Department of Homeland Security
      • For amount, write: Four hundred ten dollars
      • For memo section (front, bottom left corner), write date of birth (MM/DD/YYYY) and I-94 number
      • If check is a cashier’s check, money order, or from another account holder, be sure to also write your name (last name, first name)
      • 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
    • Please refer to Slides 42-44 of OPT Instructions for additional guidance

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.

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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 FedEx, UPS, and DHL 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 FedEx, UPS, and DHL 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 via the SEVP Portal within 10 days:

- Legal name
- Employer name and 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/