



AFTER you have received your OPT I-20 Form

You must mail the following to USCIS:

**USCIS must receive your complete application PRIOR to the end of your current EAC period and within 30 days of the issuance date listed on your OPT I-20 Form from ISSO. USCIS WILL ONLY DELIVER AN EMPLOYMENT AUTHORIZATION CARD IF YOUR NAME IS PRINTED ON YOUR MAILBOX. THIS IS THE LAW. Review this checklist very carefully before submitting your OPT Petition to avoid denials or return for evidence.*

- **Completed [Form G-1145](#)** (should be clipped to the top of first page of your forms) *This form will allow you to track your application's receipt and approval status online. Please note that your application status online will remain in "initial review" for the full 12+ weeks of processing time.*
- **\$410 fee (personal check or money order), made payable to "US Department of Homeland Security"** Be sure to date and sign the check.
- **Two color ["passport" photos](#), taken within 30 days of the date application is filed.** Write your full name, date of birth and SEVIS # in pencil or pen on the back of the photos and place in a labeled envelope. Photos must have a white background. Photos must show the entire face of the person in full frontal view. ***Please note that after November 1st, 2016 the USCIS will no longer allow passport pictures with glasses.** Typically, photos taken at CVS or Walgreens will suffice.
- **Completed and signed (in black ink) [Form I-765](#), Application for Employment Authorization**
- **COPY of the OPT I-20 Form** which will be provided to you by ISSO (pages 1&2 may be double-sided). **Please keep the original OPT I-20 Form for you.** You will need it the next time you have to leave the U.S. Remember to keep all previous I-20s for your historical records. Only copies of signed I-20's are sent with OPT petition
- **Copy of I-94 record printout, or both sides (even if blank) of your current I-94 card,** can be accessed at cbp.gov/I94
- **Photocopy of ALL your previous I-20s**
- **Copy of the Passport Identification and expiration date Page(s)**
- **Copy of the F-1 Visa Stamp Page** (or copy of approval notice of change of status to F-1) *(note that Canadian citizens will not have this stamp)*
- **Copy of any previously issued Employment Authorization Card(s) (EAC)**



ALL of the materials on the checklist should be mailed to a lockbox address. We advise you to send your documents to the USCIS via overnight courier service such as FedEx.

Please remember that USCIS must receive your complete application PRIOR to the end of your grace period and within 30 days of the issuance date listed on your OPT I-20. USCIS WILL ONLY DELIVER AN EMPLOYMENT AUTHORIZATION CARD IF YOUR NAME IS PRINTED ON YOUR MAILBOX. THIS IS THE LAW.

Where to Mail Your Pre or Post OPT Petition

If you live in:	Mail your application to:
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	The ISSO advises that students only use FedEx to send their OPT applications: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067
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.	The ISSO advises that students only use FedEx to send their OPT applications: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034

FEDEX – 61 Drum Hill Road, Chelmsford, MA 01824 (978-275-0575)
Hours of Operation: M – F, 7:30AM – 9:00PM; Saturday, 7:30AM – 6:00PM; Closed Sunday
Latest Express Dropoff: M – F, 6:30PM; Saturday, 1:00PM; Sunday, No Pickup
Latest Ground Dropoff: M – T, Th – F, 6:00PM; W, 4:00PM; Sa – Su, No Pickup

How to Track Delivery of Employment Authorization Document (EAD) Or Submit Change of Address while your OPT/STEM petition is pending,

<https://www.uscis.gov/forms/forms-information/how-track-delivery-your-green-card-employment-authorization-document-ead-and-travel-document>