Optional Practical Training (OPT)

12-MONTH APPLICATION - MAILING CHECKLIST & INSTRUCTIONS

Thank you for picking up your application and supporting documents for Optional Practical Training (OPT). USF International Student and Scholar Services (ISSS) 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.

The OPT application must be received by USCIS within 30 days of the date that ISSS entered your OPT recommendation (typically the same date as what appears on page 1 of the OPT I-20).

All OPT applications may be received by USCIS within 60 days of the student’s Program End Date.

USCIS APPLICATION CHECKLIST

Please assemble your application materials in the following order. Clip payment and photos with I-765.

1. ☐ G-1145, e-Notification of Application/Petition Acceptance
   This form is optional. Should you elect this option, it must be placed on top of the I-765.

2. ☐ I-765, Application for Employment Authorization
   Original & signed.

3. ☐ I-94, Arrival-Departure Record
   Available at (https://i94.cbp.dhs.gov/).

4. ☐ Passport Biographical Page
   Photocopy of passport page with photo, passport number and expiration date (must be valid for at least 6 months from application date).

5. ☐ OPT I-20
   Photocopy of completed OPT I-20, signed and dated at the bottom of page 1.

6. ☐ Other I-20s — If Applicable
   Photocopies of all previously issued I-20s.

7. ☐ Two (2) U.S. Style Passport Photos
   Write your name and I-94 number on the back of each photo. Must be taken within the past six (6) months. Passport photos must be 2x2” with proper facial dimensions of U.S. style passport photos. Clip to I-765.

8. ☐ Filing Fee of $410.00


   Photocopy only.

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MAILING INSTRUCTIONS ON PAGE 2

Updated: 9/27/2018
MAILING INSTRUCTIONS
• Make photocopies of the entire application for your records.
• Mail application packet by Certified US Mail or private courier to the appropriate USCIS Lockbox Facility.
• Application must be received by USCIS within 30 days of the I-20 Issuance Date.

IF YOUR ADDRESS ON I-765 IS IN:

MAIL YOUR APPLICATION TO:
For U.S. Postal Service (USPS) Deliveries USCIS
P.O. Box 805373
Chicago, IL 60680

For Express Mail and Courier Deliveries
USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

IF YOUR ADDRESS ON I-765 IS 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

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NEXT STEPS
• Several weeks after mailing the application, you should receive an I-797C Notice of Action receipt notice from USCIS.
• You must keep this document as proof that USCIS is processing your application.
• You may check the status of your application by visiting (uscis.gov) and clicking on the “My Case Status” page.
• Please remember that you may not begin employment until after you have received your EAD, even if your requested OPT Start Date has passed.
• If 90 days have passed since the receipt date on the I-797C and you have not received any decision notice regarding your case, please contact USF ISSS and provide a copy of the I-797C.

For more information, please visit: myusf.usfca.edu/isss