

Mail your completed application **no more than 30 days of I-20 issuance** to:

USCIS P.O. Box 660867, Dallas, TX 75266 (any US postal mail service, including priority)
OR
USCIS Attn: AOS, 2501 S. State Hwy. 121 Business Suite 400, Lewisville, TX 75067 (UPS, DHL, FedEx)

*If you are using an address outside of North Carolina on your I-765, be sure to [visit the USCIS website to verify the appropriate mailing facility](#)

OPT Application Checklist for USCIS

- Form G-1145 (optional, electronic notification from USCIS on receipt of application)
www.uscis.gov/sites/default/files/files/form/g-1145.pdf
 - Form [I-765](#) (signed within 30 days of mailing application to USCIS) (www.uscis.gov/i-765)
 - \$410 personal check or money order **NO CASH**. Make payable to ' U.S. Department of Homeland Security'
 - Two passport photos (2x2) with name and I-94 # written on back. Photos must be taken within 30 days of mailing your OPT application (see step 6 on reverse page for additional instructions and a link to photo requirements)
 - Photocopy of form I-20 with ISSO advisor's OPT recommendation (ISSO will provide the I-20 at review session)
 - Include a photocopy of any I-20s issued for previous work authorization (CPT or OPT)
 - Include a photocopy of your initial entrance I-20, I-20s from previous institutions (transfer students), or previous degree levels
 - Printout of your I-94. You can access that form at: <https://i94.cbp.dhs.gov/>
 - Photocopy of passport ID page with current expiration date
 - Photocopy of most recent U.S Visa
 - Photocopy of previous EAD card(s) - if applicable
- ✓ Once you receive your I-797 receipt, you may track your application status at:
<https://egov.uscis.gov/casestatus/landing.do>

Reporting Requirements While On OPT

Immigration regulations REQUIRE that you **MUST** notify the ISSO within ten days every time:

- You change your address
- You begin or end employment (send name/address of employer and start/end date of employment – even if unpaid)

To do this, submit the web form at <http://isso.uncc.edu/OPTupdate.htm>

What is it?

Twelve months of work experience related to student's academic field of study. No job offer needed to apply.

When can I apply?

Note earlier than 90 days prior to graduation or completion of required coursework (for thesis/dissertation students); not later than 60 days following graduation.

Note: For thesis/dissertation graduate students, fulltime OPT is available upon completion of coursework as long as your defense date is scheduled within **the first 6 months of the proposed OPT start date**.

Please visit [OPT Frequently Asked Questions](#) for additional information, such as traveling while on OPT.

Steps to Apply for OPT

Step One

Attend one of the required OPT information sessions presented by an ISSO advisor. These are posted at <http://isso.uncc.edu/current-students/employment/f-1-optional-practical-training-opt>

Step Two

Ask your Academic Advisor, Program Coordinator or Department Chair to complete and sign recommendation form at https://isso.uncc.edu/sites/isso.uncc.edu/files/media/OPT_Advisor_Recommendation_Form.pdf, then scan and upload with your OPT request.

Step Three

Decide on your OPT start date and submit your request for a new I-20 at <https://isso.uncc.edu/webform/optional-practical-training-opt-data-form>

Step Four

Schedule an OPT Review Session (link will be sent via email after completing Step Three). Note: Please allow 5 business days processing time from when you submit your request.

Step Five

Complete the I-765 at <https://www.uscis.gov/i-765>

- * we recommend filling out the PDF version online for highest quality legibility
- * **please indicate an address where you will be able to receive mail for the next 90 days**
- * for post-completion OPT please use code **(C)(3)(B)** in item #20

Step Six

Have 2 passport-style photographs taken. See <https://travel.state.gov/content/passports/en/passports.html> for exact specifications. Try Union Station in the Student Union or Office Print & Ship Center (formerly FedEx/Kinkos) on Harris Blvd & Highway 29 for professional-style photos. **Note: Eyeglasses may not be worn in these photos, and photos must have been taken within 30 days of mailing your application.**

Step Seven

Make copies of all of the documents in section below entitled '[Documents Needed For Your Application](#)' and take them to your scheduled OPT Review Session. *Do not send any original I-20s to USCIS*