OPT Application Checklist

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