

## Checklist for Optional Practical Training (OPT) Application

Please use this checklist to prepare for your meeting with the International Student Coordinator (a.k.a. Designated School Official) Fill out forms and make copies of required documents beforehand. Copies for yourself, USCIS, and Coordinator are required. Also, request an OPT Advisor template to give to your Advisor/Mentor.

### Send to USCIS (U.S. Citizenship and Immigration Services)

1. \_\_\_ Completed on-line typed I-765 <http://www.uscis.gov/i-765>
2. \_\_\_ A copy of electronic Form I-94 Departure Record
3. \_\_\_ 2 passport-style color photos with a white background-  
\*Print name in pencil on back (Walgreens can take passport photos), USCIS is particular about OPT photographs - use this guide from their site: [http://travel.state.gov/passport/pptphotoreq/phtocomptemplate/photocomptemplate\\_5297.htm](http://travel.state.gov/passport/pptphotoreq/phtocomptemplate/photocomptemplate_5297.htm)
4. \_\_\_ Copy of your passport face/information page and visa stamp
5. \_\_\_ Copies of current I-20 and any with CPT authorizations or as needed per I-765 instructions
6. \_\_\_ Copy of your new authorized OPT I-20 from DSO (Keep original for yourself!)
7. \_\_\_ Check for \$410 made out to The U.S. Department of Homeland Security
8. \_\_\_ Form G-1145 E-Notification of Application/Petition Acceptance  
<http://www.uscis.gov/i-765>
9. \_\_\_ USCIS provides the option to apply for a fee waiver on your application. There are added risks to this process. If you wish to pursue, please read instructions carefully, fill out form I-912, and request a financial aid support letter from Linda Black, Director of Financial Aid. Form I-912 <http://www.uscis.gov/i-912>

### To Give to Coordinator of International Student Services:

10. \_\_\_ Letter from Academic Advisor supporting OPT  
(Ask for sample template for your advisor)
11. \_\_\_ Copy of your entire Application (**Everything, Please**)

Make sure to send your application **via certified mail with a return receipt or tracking number**. Your OPT application must be **received by USCIS within 30 days** of the issuance of your new OPT I-20.

The application and all of the required documentation must be sent to the USCIS Service Center Lockbox facility.

By Courier Service (FedEx, DHL, UPS): (I recommend this method)

**USCIS**

**Attn: NFB AOS**

**2501 S State Hwy 121 Business**

**Suite 400**

**Lewisville, TX 75067**

By U.S. Postal Service:

**USCIS**

**PO Box 660867**

**Dallas, TX 75266**