

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 (Rite Aid can take passport photos), USCIS is very picky about OPT photographs! Use this guide from their site: http://travel.state.gov/passport/pptphotoreq/phtocomptemplate/photocomptemplate_5297.htm
4. ____ Copy of your passport face/information page and visa stamp
5. ____ Copies of all previous, including your current one, I-20 Forms
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 now provides the option to apply for a fee waiver on your application. If you choose to do this, please read instructions carefully, fill out form I-912, and request a financial aid support letter from Bruce Hazam, 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: AOS
2501 S. State Hwy. 121
Business Suite 400
Lewisville, TX 75067**

By U.S. Postal Service:

**USCIS
PO Box 660867
Dallas, TX 75266**