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/photocomptemplate/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