OPT Application Checklist

**Step 1: Docs for ISS**

1. OPT Request form

2. Copy of graduation check (if applying for post-completion OPT)

**Step 2: Docs for USCIS**

- Completed Form I-765, Application for Employment Authorization [http://www.uscis.gov/i-765](http://www.uscis.gov/i-765) Use Adobe Reader to complete the I-765; signature between the lines (black ink)

- Completed (print it out) form G-1145: [http://G-1145 Form](http://G-1145 Form) for e-mail notifications

- Check for $380 payable to U.S. Department of Homeland Security

- Copy of your I-94

- Copies of previous I-20’s (pages 1 & 3)

- Copy of passport: ID page & F-1 visa page  *If your visa stamp is in your expired passport, only copy visa page. **If your passport will expire within 6 months from the time of filing your OPT application, renew it before applying.

- Two recent passport photos, 2" x 2", color, front view; write name & I-94 # on back;

- Copies of any previous EAD’s

- Copy of updated I-20 (OPT endorsed by ISS)

**Mail to:**

For U.S. Postal Service (USPS) Deliveries

USCIS
PO Box 660867
Dallas, TX 75266

For Express mail and courier deliveries:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067