

OPT APPLICATION: PREPARATION & MAILING INSTRUCTIONS

Once you have received your OPT I-20 from the Dashew Center, please sign the bottom of page 1 and make copies of pages 1 and 2 to include with your OPT application.

Please keep the original I-20 for your records. The original I-20 is your new I-20 and replaces your previous I-20. Please retain your previous I-20s in your records as you will need them in case you apply for further U.S. visa benefits (you do not need to submit previous I-20s to the Dashew Center).

Please prepare your OPT application for submission to USCIS in the following order:

OPT Application Documents to Submit to USCIS

- I-765 Form** (with a hand-signed, original signature in black ink)
 - USCIS requires that you submit the most recent edition of the form with your OPT application. Do not save the form locally to complete or submit at a later time. If you submit an older version of the form, your application will be denied.
 - On 9/29/2020, a U.S. District Court issued a preliminary injunction on USCIS' Fee Schedule and Changes to Certain Other Immigration Benefit Request Requirements rule. USCIS will continue to accept the 8/25/20 edition of the I-765 Form and \$410 filing fee for applications postmarked on or after 10/2/2020 until further notice.
- 2 U.S. style passport photos. Please see U.S. Style Passport Photo Guidelines**
 - Write your name and SEVIS ID number on the back of each photo (do not use ink pens as they can smear)
- \$410 check or money order made payable to 'U.S. Department of Homeland Security'**
 - Write your date of birth and SEVIS ID number on the **front** of the check in the memo section
 - Do not sign or write anything on the back of the check. USCIS will not be able to cash the check if there is any writing on the back of the check.
 - Ensure that your check will be valid and you have sufficient funding in the account at the time USCIS receives your application
 - Personal checks expire in 90 days; money orders do not expire
- 1 copy of your current I-94 Admission Record**
 - **Electronic I-94:** Access and print record here: <https://i94.cbp.dhs.gov/I94/#/home>
 - **OR Paper I-94:** Please copy front and back sides
- 1 copy of your most recent U.S. entry stamp in passport**
 - If you did not receive an F-1/DS entry stamp for your most recent entry, print your [Travel History page](#)
- 1 copy of your passport biographical page**
- 1 copy of your OPT I-20**
 - USCIS must receive your OPT application within 30 days of your OPT I-20 issue date. Applications received by USCIS more than 30 days after your OPT I-20 issue date will be denied.
- 1 copy of all CPT I-20s (if applicable)**
 - All CPT authorization periods must be noted on page 7 of the [I-765 Form](#)

- 1 copy of any previous EAD cards**
 - Previous employment authorization periods must be noted on page 7 of the [I-765 Form](#)
- 1 copy of any previous I-20s and/or DS-2019s with a different SEVIS ID number**
 - Only submit copies of I-20s and DS-2019s that have SEVIS ID numbers that do not match the SEVIS ID number on your current I-20
 - These SEVIS ID numbers must be noted on page 7 of the [I-765 Form](#)

USCIS Mailing Instructions

USCIS filing locations depend on the U.S. state of the address you provided as your ‘Physical Address’ (Item # 5 or 7) on your [I-765 Form](#). OPT application processing times are the same for both locations.

For USCIS filing locations, please see [this table](#) (also shown below):

If you live in...	Mail your application to:		
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.	USCIS Phoenix Lockbox For U.S. Postal Service (USPS): USCIS P.O. Box 21281 Phoenix, AZ 85036 For FedEx, UPS, and DHL deliveries: USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034	Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	USCIS Dallas Lockbox For U.S. Postal Service (USPS): USCIS P.O. Box 660867 Dallas, TX 75266 For FedEx, UPS, and DHL deliveries: USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

Please mail your OPT application in the order listed above to the USCIS Lockbox facility that processes applications for your state.

Please ship your application to USCIS using a courier service with mail tracking. The Dashew Center uses FedEx service. If you need USCIS' phone number to process your OPT application shipment, please use: 800-375-5283.

What Are the Next Steps?

You will receive a *Notice of Action* receipt in the mail (to the 'Mailing Address' you provided on your I-765 Form) from USCIS approximately 3-4 weeks from the date your OPT application was received by USCIS. This receipt notice will include your application receipt number. You can check the status of your OPT application with your application receipt number at: <https://egov.uscis.gov/casestatus/landing.do>

You will receive your Employment Authorization Document (EAD) card approximately 4 months from the date your OPT application was received by USCIS.