F-1 OPT Application Check List

Students applying for F-1 Optional Practical Training (OPT) may use this list when preparing a post-completion OPT or pre-completion OPT application. The ISSO strongly recommends all students interested in applying for OPT first complete the online ISSO OPT Employment Workshop.

**Step 1:** Submit the [ISSO online OPT application](#). Photocopy and save (as a .PDF) the items below:

- Signed [Advisor’s Recommendation Form](#) signed by your Academic Services Advisor or Program Advisor.
- Printed [Electronic I-94](#) OR front and back of your [paper I-94 Card](#)

**Step 2:** Receive an email from the ISSO to pick up your new OPT I-20 within 10 business days. At the same time that you obtain your new I-20, prepare:

- Photocopy of page 1 and the travel signature page of new OPT I-20 from ISSO (Keep the original I-20)
- 2 standard (2” x 2”) passport-sized photos and write your name and date of birth lightly in pencil on the back of the photos. Photos must be less than 30 days old and must be taken within the U.S. The ISSO recommends that you visit [this website](#) for details of requirements.
- Check or money order for the [OPT application fee](#). Use the [sample check](#) to help you fill it out.

**Step 3:** Finish assembling your [paper OPT Application](#) in this order, from top to bottom:

- Photos and check / money order paper-clipped to the I-765.
- [Form G-1145](#) *optional but recommended* Fill out to request e-notification when USCIS accepts your application.
- Original signed [form I-765](#). USCIS’ website includes instructions that you should refer to in order to complete the I-765. You may handwrite in areas that you cannot complete on the form.

**Step 4:** Mail your paper OPT application to USCIS within 30 days of the date on your I-765 and new OPT I-20.

Use this address if you are mailing your application with an address in Massachusetts listed as your mailing address, visit [this page](#) to reference the correct address for all other addresses.

<table>
<thead>
<tr>
<th>If mailing your application by U.S. Postal Service (USPS) (i.e. Certified Mail, USPS Priority or Express mail), send to:</th>
<th>If mailing your application by private courier (i.e. UPS, FedEx), send to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>PO Box 660867</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121, Business, Suite 400</td>
</tr>
<tr>
<td>Lewisville, TX 75067</td>
<td></td>
</tr>
</tbody>
</table>

Your application is YOUR responsibility.

Report your OPT employer info via the [SEVP Portal](#) within 10 days of beginning employment!