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 watch the ISSO OPT videos online.

**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 not be used for any other applications. The ISSO recommends that you visit the Department of State website for details on photo requirements.
- Check or money order for the OPT application fee of $410.
  Checks should be made payable to U.S. Department of Homeland Security. Use our [sample check](#) for guidance.

**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 email or text 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. Please also check the [ISSO supplemental instructions](#). Typing is preferred, but you may handwrite in areas that you cannot complete on the electronic form.

- Photocopy of page 1 and the travel signature page of new OPT I-20 (DO NOT mail the original)
- Photocopies of ALL other I-20s (from the most recent to the oldest)
- [Electronic I-94](#) OR copy of paper I-94 card
- Photocopy of most recent Passport Entry Stamp (may be on same page as visa)
- Photocopy of U.S F-1 Entry Visa
- Photocopy of your Passport Photo ID Page and Passport Expiration Page (may be same page)
- Photocopy of any previously issued Employment Authorization Documents (OPT cards), if applicable to you

**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 the below address if you currently live in Massachusetts. Visit the [USCIS list of lockbox facilities](#) to reference the correct address if you live in another state.

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<tr>
<th>If mailing by...</th>
<th>Mail your application to:</th>
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<tr>
<td>U.S. Postal Service (USPS) (Certified Mail, USPS Priority or Express mail)</td>
<td>USCIS  &lt;br&gt;P.O. Box 660867 &lt;br&gt; Dallas, TX 75266</td>
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<tr>
<td>Private courier (UPS, FedEx, DHL)</td>
<td>USCIS  &lt;br&gt;Attn: NFB AOS &lt;br&gt;2501 S. State Hwy. 121 Business Suite 400 &lt;br&gt;Lewisville, TX 75067</td>
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