



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 be taken within the U.S. 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. Ask your bank if you need help writing a check.

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](#). You may handwrite in areas that you cannot complete on the 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 are mailing your application with **an address in Massachusetts listed as your mailing address**. Visit the [USCIS list of lockbox facilities](#) to reference the correct address for all other addresses.

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