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.
- □ Sign into the ISSO Portal with your Brandeis credentials and select the appropriate term for your OPT application.
- □ Upload a PDF of your printed Electronic I-94
- □ Request an electronic Advisor Recommendation from your Academic Services Advisor or Program Advisor. You cannot submit your online application until your advisor submits the recommendation.
- □ Answer the required questionnaires and electronically sign the OPT acknowledgement.
- □ When all steps of the online application are complete, remember to click “Submit” at the top of the page.

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. Please ensure the date 8/25/2020 is present in the bottom left corner of the Form I-765 you will submit.
- □ 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 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.

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