



Post Completion Optional Practical Training (OPT) Checklist

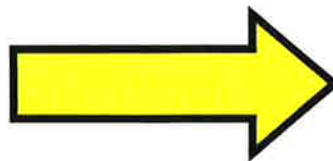
Student Name: _____
Last Name First Name

Mail the following documents, **in this order**, to the U.S. Department of Homeland Security:

1. *Optional*: Form G-1145, e-Notification of Application/Petition Acceptance. This form is used to request an electronic notification when USCIS accepts your immigration application. *This form is not required.*
Download Form G-1145 here: <https://www.uscis.gov/g-1145>
2. Check or money order made payable to "US Department of Homeland Security"
3. 2 passport-style photos with your name & SEVIS ID number printed on the back (it is helpful to leave the photos in the folder which they might come in, or put them in an envelope with your name and SEVIS ID number on the outside of the envelope). Photo requirements can be found at
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
4. Form I-765, fully completed, signed, and dated. The form must be typed (not handwritten).
The website for Form I-765 instructions, including a link to download the form and obtain correct filing fee is:
<https://www.uscis.gov/i-765>
5. Photocopy of new OPT I-20 (OPT request appears on page 2). *Make sure to sign and date your new I-20 before photocopying.* Do NOT send the original copy.
6. Photocopy of your passport statistics page and expiration date (if on a different page)
7. Photocopy of your visa
8. Printed copy of your I-94 arrival/departure record; please print from <https://i94.cbp.dhs.gov/I94/#/home>
9. The following should only be sent if you have participated in CPT or OPT before:
 - Photocopies of all previous I-20s you have been issued (there is no need to send the instruction page)
 - Photocopy of any previous EAD cards (front and back) if you have had received an EAD card before (previous OPT; economic hardship; special student relief)

Once your packet is assembled *you should make a photocopy of the entire packet for your records.* You should then clip or staple the packet together and mail to USCIS. Be sure you have signed and dated page 1 of your I-20.

Per immigration rules, you must submit your OPT application within 30 days of the date your OPT I-20 was signed by the ISSS Office on page 1, and before your "grace period" expires.



PLEASE SEE REVERSE SIDE FOR IMPORTANT MAILING INSTRUCTIONS.

High Tech with a Human Touch™

<p>Choose the state which corresponds with the U.S. Mailing Address you entered on your Form I-765:</p>	<p>Mail your application to:</p>
<p>Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington State, Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands</p>	<p>USCIS Phoenix Lockbox</p> <p><u>For U.S. Postal Service (USPS) deliveries:</u> USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>OR</p> <p><u>For Express mail and courier deliveries:</u> USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
<p>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, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, US Virgin Islands, or West Virginia</p>	<p>USCIS Dallas Lockbox</p> <p><u>For U.S. Postal Service (USPS) Deliveries:</u> USCIS PO Box 660867 Dallas, TX 75266</p> <p>OR</p> <p><u>For Express mail and courier deliveries:</u> USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>
<p>It is strongly recommended that you mail your application documents by Certified Mail with Return Receipt with the United States Postal Services (USPS) or by courier service (for example, FedEx) to have proof that your application was received.</p>	

AFTER APPLYING:

- Once you have received your EAD/OPT card, you must submit a copy to the ISSS office. You can either scan and email it to iss@fit.edu, or bring it to the ISSS office and we will scan a copy to your records. Note, we will not be able to report any employment to USCIS until we have received a copy of your card.
- Once you have secured employment, you must report your employment information using the OPT reporting form found at http://www.fit.edu/iss/forms/opt_reporting.php. You should also use this form to report any change of legal name, residential or mailing address, change of employer, and/or loss of employment.
- Students on OPT are required to report to ISSS any change of name or address, or any interruption of such employment, within 10 days.

Additional information can be found at www.uscis.gov.
 As always, be sure to check the ISSS OPT website for updated information:
<http://www.fit.edu/iss/optional-practical-training-information.php>