

USCIS OPT Paper Application Checklist

ISSO highly recommends that you file an online application to USCIS instead of mailing a paper application. However if you prefer mailing an OPT application, use this checklist and then mail all items to the appropriate USCIS Mailing address listed at: <https://www.uscis.gov/i-765-addresses> (look under “Foreign students” and use Fedex or UPS address).

- ___ 1. **Two U.S. passport style photos** using standards from the **Department of State website** (<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>) and be aware that [1] photos cannot be more than **30 days old** when you send the application and [2] you should write your name on the back of each photo in pencil. [3] UPS Stores (603 West 115th Street & 42 Tiemann Place), and at Rite Aid, 4046 Broadway and 171st St. near CUIMC, are among the places where you can have photos taken
- ___ 2. **\$410 USCIS fee.** Pay with personal check from a U.S. checking account, cashier's check from a bank, or money order, payable to the "U.S. Department of Homeland Security." Write "USCIS I-765" in the memo line (use our **sample personal check** as a guide: <http://bit.ly/issocheck>). We do not recommend using the Credit Card form G-1450 due to reported issues.
- ___ 3. **Form G-1145:** <https://www.uscis.gov/sites/default/files/document/forms/g-1145.pdf>. This will allow USCIS to notify you when they accept your application (not a copy).
- ___ 4. **I-765:** <https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf>. Always download the I-765 from this link for the current version. USCIS will reject applications with older versions of the form. Use **our sample form** as a guide to complete your **I-765 Application for Employment Authorization:** <http://bit.ly/issoi765sample>. When you're finished, print and sign it with black ink.
- ___ 5. A copy of your signed and dated **OPT I-20**. Please be sure to sign and date your I-20. Send a **copy, not the original**, which you can use if needed for **Travel During OPT:** <http://bit.ly/travopt>.
- ___ 6. Copy of **Passport Identification page** (valid at least 6 months into the future)
- ___ 7. Copy of **F-1 entry visa** (Canadians are exempt). If you changed your status to F-1 in the U.S. and don't have a visa, include your Change of Status approval notice.
- ___ 8. Copy of your most recent **I-94 arrival record:** <https://i94.cbp.dhs.gov/i94/#/recent-search> (not your travel history). Make sure the record indicates “Class of Admission: F1” and “Admit Until Date: D/S” which stands for duration of status.
- ___ 9. Photocopy of both sides of any previously issued **EAD card(s)**. If you have lost any EAD(s) and you do not have copies, please include a short explanation. You may edit our **sample letter** for missing EAD(s): <http://bit.ly/lost120ead>
- ___ 10. Academic Certification requested through your SSOL account.
(For **Pre-Completion OPT** Application ONLY)