

OPT MAILING CHECKLIST

THIS CHECKLIST REFERS TO WHAT IS REQUIRED IN YOUR OPT APPLICATION PACKET ONCE IT HAS BEEN ASSEMBLED BY YOUR INTERNATIONAL STUDENT ADVISOR (ISA). THE LIST BELOW DOES NOT INCLUDE ALL OF THE DOCUMENTS WHICH YOU MUST BRING TO YOUR APPOINTMENT (REFER TO “WHAT TO BRING TO YOUR APPOINTMENT” FOR THE DOCUMENTS NECESSARY FOR YOUR APPOINTMENT).

YOU MUST MAIL THE FOLLOWING DOCUMENTS TO USCIS:

- \$410.00 application fee—personal check (preferred), cashier’s check, or money order made payable to the *Department of Homeland Security*.
- Two passport-size photos, taken within 30 days of filing this application, which meet the USCIS color-photograph requirement, with your name and I-94 number (the 11 digit number on the top left corner of the front of your I-94 card) written *in pencil* on the back. The photos should be placed in an envelope.
- Completed Form I-765.
- Copy of your I-94 (front and back), passport ID page with expiration date, and visa.
- Copy of the *new* I-20 showing the advisor’s signature, your signature, and the endorsement for OPT on the third page.

We recommend that you send your OPT application via Certified mail, addressed as follows:

Print “I-765 / OPT APPLICATION” on the bottom left corner of the envelope.

Student’s Name Student’s Address City, St, ZIP Code	Certified Mail via USPS
USCIS Dallas Lockbox PO Box 660867 Dallas, TX 75266	
<i>I-765 / OPT Application</i>	