Preparing your OPT Application

Please Note: The most up-to-date information on the application process can be found on the USCIS website. Please note: UNA OIA is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of the immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. OIA will do its best to provide you with the most current guidance, but each case is unique and fact-specific. It is advised that you contact an experienced immigration attorney if you have questions regarding your situation. The student bears the ultimate responsibility to submit a complete and accurate application.

Steps:
1. Download Forms I-765 and G-1145. Fill them out electronically.
2. Get your cashier’s check or money order. (See instructions.)
3. Get your 2 photos – 2” x 2” passport-style. (See instructions.)
4. Make copies of your I-94, passport, visa, SSN and any previous EADs, if applicable.
5. Make an appointment with Sarah Stevens.
6. Come to your appointment with everything listed below, except 11.
7. At appointment, discuss dates and receive I-20 with OPT recommendation. Assemble application packet.
8. Mail application.

Checklist:

1. ___ G-1145
2. ___ I-765 (signed in black ink)
3. ___ I-94, most recent
4. ___ Passport, photocopy
5. ___ Visa, photocopy
6. ___ SS card, photocopy (if applicable)
7. ___ Previous EAD cards, photocopy (if applicable)
8. ___ All previous I-20s, especially those showing CPT authorization or with a former SEVIS ID
9. ___ 2-2”x2” passport-style photographs (with your full name and I-94 number written on the back in felt pen)
10. ___ Cashier’s check or money order for $410.00 (payable to US Department of Homeland Security)
11. ___ New I-20 with OPT recommendation (You will get this from me at your appointment.)

Mail to:
For U.S. Postal Service (USPS) Deliveries:  
USCIS  
PO Box 660867  
Dallas, TX 75266

For Express mail and courier deliveries:  
USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

Now that your application is ready, it is important to get it in the mail as soon as possible. The application must be received by USCIS within 30 days on the date of my recommendation. The clock is ticking!