OPT MAILING AND RESPONSIBILITIES

APPLICATION CHECKLIST


☐ Original and completed Form I-765 (signed within 30 days of mailing): [http://www.uscis.gov/i-765](http://www.uscis.gov/i-765) Make sure you are using the most recent version of Form I-765.

☐ Check or money order made out to “U.S. Department of Homeland Security.” Staple the check or money order to the top of Form I-765.

☐ Two passport photos (2x2) – write your name and SEVIS ID or I-94 number on the back of the photos and paper clip them to the top of the Form I-765. Make sure the photos meet the requirements specified on page 20 of USCIS Instructions for Form I-765: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

☐ Photocopy of Form I-20 with OPT recommendation (do NOT send the original).

☐ Photocopies of all prior I-20 forms issued for Curricular Practical Training (CPT) or Optional Practical Training (OPT).

☐ Printout of the most recent I-94 Admission/Departure record (OR a copy of the I-797 notice indicating change of status to F-1, if applicable). You can get your most recent I-94 record at: [https://i94.cbp.dhs.gov/I94](https://i94.cbp.dhs.gov/I94)

☐ Photocopy of the passport ID page and expiration page. The passport must be valid at least 6 months into the future. (Also include any pages of the passport which have corrections to information on your ID or expiration page, if applicable).

☐ Photocopy of most recent US visa.

☐ Photocopy of previously issued EAD card(s) – if applicable.

**OIS recommends that you keep a copy of the entire OPT application**

USCIS must receive your OPT application while you are physically present in the U.S. in your F-1 status. OIS strongly recommends that you stay in the U.S. until at least you get the official Receipt Notice from USCIS before planning any international travel. OPT applications must be submitted to the correct USCIS Lockbox Facility for processing and adjudication. Where to mail the application to depends on the physical address you indicate in Part 2 item 7 of the Form I-765.

**If you live in....**

**USCIS Phoenix Lockbox**

For U.S. Postal Service (USPS):

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

**USCIS Dallas Lockbox**

For U.S. Postal Service (USPS):

USCIS
PO Box 660867
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

You are responsible for mailing your OPT application to the appropriate USCIS address in a timely manner and confirming these mailing instructions by checking the USCIS web page. USCIS must have received your application within 30 days of the issuance date of your Form I-20 with OPT recommendation, no sooner than 90 days prior to your program end date, and before the end of your 60-day grace period.
REPORTING REQUIREMENTS FOR F-1 OPT STUDENTS

As an OPT student, you will maintain your F-1 status and OIS will continue to manage your immigration record. This means that you have to continue to report certain information to OIS to remain in legitimate F-1 status. You must report the following information to OIS:

1. Change in residential address or legal name (within 10 days of the change occurring).
2. Change in your immigration status. Please send a copy of proof of your new status (e.g. I-797 Approval Notice) to ois@ncsu.edu, so we can close your F-1 record.
3. Transfer to another school to start a new degree program: http://internationalservices.ncsu.edu/forms-for-current-international-students/
4. Change to a new degree program at NC State University: http://internationalservices.ncsu.edu/forms-for-current-international-students/
5. Departure from the U.S.: http://internationalservices.ncsu.edu/forms-for-current-international-students/

Additionally, you must report all employment information, including start and end dates, to the SEVP Portal: https://internationalservices.ncsu.edu/student-employment/optional-practical-training/update-your-employment-information-in-the-sevp-portal/

WHAT TO EXPECT AFTER MAILING YOUR APPLICATION TO USCIS

1. You will receive an electronic notification (based on your G-1145 Form) that the USCIS Service Center has received your application and has begun the review process. This notification contains your case number, which allows you to look up your case status on the USCIS website: http://www.uscis.gov/portal/site/uscis
2. Within 3 weeks after the date USCIS has received your application, you should receive a hard copy receipt notice indicating that your case is in progress. This notice will be mailed to the mailing address listed on your Form I-765. Please check for accuracy.
3. Next, you will receive a decision regarding your case. If approved, you’ll receive an approval notice and your EAD card separately.
4. Please submit a copy of the EAD card to OIS via e-mail at ois@ncsu.edu or in person.
5. You may start employment once you have your EAD card in hand and the start date on your card has passed.

If you receive any other notifications from USCIS, please contact OIS immediately. If you need to change your mailing address due to unforeseen circumstances, please contact OIS.

ADDITIONAL RESOURCES

Frequently asked questions and more information about OPT: http://internationalservices.ncsu.edu OPTIONAL-PRACTICAL-TRAINING/