USCIS OPT 12- Month Application Checklist and documents needed:

Please bring these items to the office for us to prepare your new OPT I-20-

Form G-1145 (https://www.uscis.gov/g-1145). Typed, not hand written

Form I-765 (https://www.uscis.gov/gov/i-765) Original and signed

Eligibility Code is: © (3) (B)

Copy of Passport with photo page (Valid for at least 6 months from application date)

Printout of I-94 Departure form (http://i94.cbp.dhs.gov/i94/#/home)

Two (2) U.S. Style Passport –

- Write your name and I-94 number (lightly) on the back of each photo
- Passport photo must be 2”x2” (taken recently)

$410.00 check/Money Order for application fee, payable to US Department of Homeland Security.

- (Write your date of birth and I-94 number on the front of the check in the memo section)
- Check must be a U.S. check drawn on a U.S. bank

If applicable, to be included with your OPT package for mailing:

- Photocopies of all previously issued EAD cards, CPT/Internship I-20s
- And all previously processed OPT I-20s

**Reporting Requirements While On OPT**

All students an OPT are required to report any change of following to OIED (850-599-3295) within 10 days:

- Legal name
- Employer name
- Employer address
- Changes in employment
- Personal contact information

**Mailing Address for OPT:**

U.S. Postal Service: USCIS
P.O.Box 660867
Dallas, TX 75266

Prepared 2/28/2017