

12-Month Post-Completion OPT Application Checklist

Application materials

ISO recommends that your application be assembled in the order listed below. Keep a copy of your completed application for your records. This checklist should be used in conjunction with ISO's [12-Month Post-Completion OPT Application Materials Guide](#), which includes detailed instructions about forms and payment methods. Be sure to download the most up-to-date version of all USCIS forms. ISO recommends that all application materials be printed single-sided and paperclipped (unstapled).

- Filing fee**, payable by personal check, bank check, money order, or credit card
 - Use the [USCIS Fee Calculator](#) to confirm the current fee for Form I-765 [Post-Comp OPT Eligibility Code: (c)(3)(B)]
 - To pay by personal check, bank check, or money order, make payable to "US Department of Homeland Security"
 - To pay by credit card, include [Form G-1450 Authorization for Credit Card Transactions](#)
- Two recent passport photos**, with your name and I-94 number written lightly on the back
 - Photos must meet [US photograph requirements](#) or they will be rejected and delay processing
- Form G-1145 E-Notification of Application/Petition Acceptance**
 - Provide an email and/or mobile phone number to receive notification when your application is received
- Form I-765 Application for Employment Authorization**
 - ISO strongly recommends that you reference our [12-Month Post-Completion OPT Application Materials Guide](#) and the USCIS Form I-765 Instructions while completing Form I-765
 - **Part 2 #5.a. – 5.f.:** You are asked to provide an address where you can securely receive mail for at least 6 months after applying (USPS cannot forward government mail). If needed, you may use the ISO as your mailing address, as listed below. Please note that if in-person pickup from the ISO is not possible, you will be required to pay a fee to have your EAD shipped by a courier service.
 - 5.a.: University of Rochester ISO**
 - 5.b.: PO Box 270446**
 - 5.d. – 5.f.: Rochester, NY 14627**
 - **Part 3 #7a.-b.:** Sign Form I-765 in dark blue or black ink after printing. USCIS will reject unsigned applications.
- Document Photocopies** – *Do NOT send any originals of these supporting documents.*
 - New I-20 with OPT recommendation, issued no more than 30 days before USCIS receives the application
 - Any/All I-20s (excluding instructions page) related to current UR degree program, from most recent to oldest
 - Passport: ID page, current expiration date, F-1 visa stamp (if applicable)
 - I-94 record ([access online](#) and print) OR I-797 Approval Notice for Change of Status to F-1
 - Previously issued EAD card(s) (if applicable)

Submit your application to USCIS

Applications must be mailed to a USCIS lockbox location for initial processing. Please consult the [USCIS Phoenix and Dallas Lockbox Facilities webpage](#) to determine the appropriate shipping address, based on where you live and your shipping method. Be sure to request a **tracking number** for your package and monitor the shipment to confirm timely delivery of your application.

Provide scans of USCIS documents to ISO

If you used a personal mailing address for your application, please **promptly inform ISO of any updates or documentation you receive from USCIS**. You may submit scans by email to opt@rochester.edu. Once your application is delivered to USCIS, you should receive an electronic alert from USCIS within 7-8 days confirming successful receipt. Following that, you should receive an I-797 Receipt Notice to the mailing address listed on your Form I-765 within 4 weeks. While your application is processing, if USCIS requires additional information you may receive a Request for Evidence (RFE) by mail as well. Once your application is approved, you will receive an I-797 Approval Notice and an Employment Authorization Document (EAD) to your mailing address.

Employment Authorization Document (EAD) and OPT reporting

The EAD card you receive by mail is your official proof of work authorization. The EAD will list your authorized employment dates. **Do NOT begin working until your employment authorization is documented and valid!** During your OPT period, you must [report all employment activities and address details](#) to ISO within 10 days of any changes.