12-Month Post-Completion OPT Application Checklist

Required application materials

ISO recommends that your application be assembled in the order listed below. Keep a copy for your records. Forms and copies should be single-sided and unstapled. Please see ISO’s 12-Month Post-Completion OPT Application Materials Reference Guide for additional instruction on providing payment and completing Form I-765 and Form G-1145.

- **Application fee of $410.00**, payable to “Department of Homeland Security” by check, money order, or credit card
  - To pay by credit card, include Form G-1450 Authorization for Credit Card Transactions (www.uscis.gov).

- **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.

- **Recommended**: Form G-1145 E-Notification of Application/Petition Acceptance (www.uscis.gov or link from ISO)
  - Provide an email and/or mobile phone number to receive notification when your application is received.

- **Form I-765 Application for Employment Authorization** (www.uscis.gov or link from ISO)
  - ISO strongly recommends that you type and print this form, rather than writing by hand.
  - **Part 1 #1.a.**: Check the box for “Initial permission to accept employment” to indicate what you are applying for.
  - **Part 2 #5.a. – 5.f.**: Provide an address where you can receive mail for at least 5 months after submitting to USCIS (the US Post Office cannot forward government mail). You may use the ISO as your mailing address, as listed:
    - 5.a.: University of Rochester ISO
    - 5.b.: PO Box 270446
    - 5.d. – 5.f.: Rochester, NY 14627
  - **Part 2 #27**: Use the appropriate code based on your Eligibility Category:
    - Post-completion OPT: (c)(3)(B)
    - Please see our website for information on Pre-Completion OPT and STEM Extension applications.
  - **Part 6**: List any previous: SEVIS ID(s), authorized CPT(s), and/or authorized OPT(s) and applicable academic level(s).
  - **Part 3 #7.a. – 7.b.**: Sign and date the application form in black or blue ink after printing.

- **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 will receive 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 (print online: www.cbp.gov/i94) or I-797 Approval Notice for Change of Status to F-1
  - Previously issued EAD card(s) (if applicable)

Submit your application to USCIS

F-1 OPT applications must be mailed to a USCIS lockbox location for initial processing. The appropriate shipping address, either Dallas or Phoenix, depends on 1) the mailing address listed in **Part 2 #5.a. – 6** on the Form I-765, and 2) how your application will be delivered. For UR students using a New York mailing address, the **USCIS Dallas Lockbox addresses** are listed below. If your I-765 mailing address is outside New York, please confirm the appropriate facility using the **USCIS Lockbox mailing instructions**. Be sure to request a tracking number for your package and ensure timely delivery of your application!

<table>
<thead>
<tr>
<th><strong>USPS – Delivery by standard U.S. Postal Service</strong></th>
<th><strong>Express – Delivery by FedEx, UPS, DHL, USPS Overnight, etc.</strong></th>
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<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
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<tr>
<td>PO Box 660867</td>
<td>Attn: NFB AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
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**Employment Authorization Document (EAD card) & OPT Reporting**

Once your OPT application is approved, you will receive the EAD card by mail listing 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: www.iso.rochester.edu/employment/students/reporting/index.html.