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>USPS – Delivery by standard U.S. Postal Service</th>
<th>Express – Delivery by FedEx, UPS, DHL, USPS Overnight, etc.</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>Express service requires alternate address →</td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

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.

12 Month OPT Checklist; July 2019