OPT Application Packet Mailing Checklist

Please include the following items in your OPT application packet:

- Completed form G-1145 (original)
- Completed Form I-765 (original)
- $380 Check* or Money Order* payable to “Department of Homeland Security”
  Please write “for OPT” on the memo line and your name and SEVIS ID# on the top of the check.
- 2 U.S. Passport-Style Photos.
  Photos must be placed in an envelope. Please write your name and I-94 # along the back edge of the photos and on the envelope.
- Photocopy of your OPT I-20
  (You will receive this photocopy at STEP 2.)
- Photocopy of the Front and Back of your most recent I-94 Departure Record Card
- Photocopy of your Passport Identification Page(s)
  Should include your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (No additional pages required.)

If you had CPT or OPT in the past, include the following documents as well:

- Photocopy of all previously issued I-20s if you had CPT authorized previously.
  (CPT authorization appears on Page 3 of your SEVIS I-20 from CSUDH or previous school.)
  Examples: OPT I-20 for past degrees, Special Student Relief EAD, Economic Hardship EAD.
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**IMPORTANT REMINDER:**

USCIS must receive the OPT application preferably 90 days prior to the student’s program completion date but no later than 60 days after the program completion date. In addition, the OPT application must be received by USCIS within 30 days of the date on which the International Student Advisor issued the OPT I-20.

*ISS does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to ISS. If a student is submitting an application to the United States Citizenship and Immigration Services (USCIS), a check payable to “Department of Homeland Security” will accompany the student’s application. Advisors’ responsibilities are limited to reviewing the check for accuracy and returning to the student who will mail the application directly to USCIS.

**Mailing Instructions**

If mailing documents from U.S. Post Office, please use Certified Mail Return Receipt and mail to:

USCIS
P.O. Box 21281
Phoenix, AZ 85036

If mailing documents by Express Mail or Courier Service, please mail to:

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

If you live outside of California, you may need to mail your OPT application to a different USCIS Lockbox Facility (different address than the one above). Please refer to the I-765 application instructions at [www.uscis.gov](http://www.uscis.gov).