



OPTIONAL PRACTICAL TRAINING

Cover Sheet

Follow the steps below to prepare your OPT application packet and to mail your request to the appropriate USCIS Lockbox.

Step 1- Review the items you are receiving from the International Student Advisor for accuracy and understanding:

- Cover Sheet
- New I-20 with the OPT recommendation

Step 2- Assemble your application packet– you will mail the following documents to USCIS:

- Form G-1145 E-Notification of Application
- Form I-765 properly signed (Original-No scanned copies)
- Personal check or money order for \$410 Made payable to: U.S. Department of Homeland Security
- Two identical U.S. passport style photos no more than 30 days old
- Copies of all issued I-20’s including your new OPT I-20. (All I-20’s must be signed, only send copies)
- Copy of passport photo ID page with expiration date showing (valid for at least another 6 months)
- Copy of I-94 (front and back of paper card or electronic print out)
- Copy of your F-1 Visa
- Copy of any previously issued EAD’s front and back

Tips: • All copies must be single-sided. • Remove all staples. • Use only paper that is 8 1/2X 11 in. in size
For more tips visit [USCIS Filing Tips](#)

Step 3- Mail your application to the correct USCIS Lockbox.

Your application must be received at the correct USCIS lockbox no later than 30 days after the OPT I-20 is signed by the advisor and no later than 60 days after your new program end date. Your application will DENIED otherwise.

If you live in:	Send via U.S. Postal Service (USPS):	For Express mail and commercial courier service:
AK, AZ, CA, CO, HI, ID, IL, IN, IA, KS, MI, MN, MO, MT, NE, NV, ND, OH, OR, SD, UT, WA, WI, WY, Guam or Commonwealth of the Northern Mariana Islands.	USCIS P.O. Box 21281 Phoenix, AZ 85036	USCIS Attn: AOS 1820 E. Skyharbor Circle S. Suite 100 Phoenix, AZ 85034
AL, AR, CT, DE, FL, GA, KY, LA, ME, MD, MA, MS, NH, NJ, NY, NM, NC, OK, PA, RI, SC, TN, TX, VT, VA, WV, District of Colombia, Puerto Rico, or US Virgin Islands.	USCIS P.O. Box 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 s. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

Within three weeks from filing, you will receive a Receipt Notice of Action (Form I-797) in the mail with your case number. Use the case number to check the status of your application online at [CASE STATUS ONLINE](#). You should expect your Employment Authorization Document (EAD) to arrive within 90 days of your receipt date. Report your employment status after receiving your EAD by filling out the [OPT employment & address update form](#).

Contact us if you have any questions and visit our website to learn how to maintain your F-1 status, ccpe.csulb.edu/employment