

12-Month OPT Application Checklist

Required application materials

ISO recommends that your application be assembled in the order listed below, with document copies in chronological order from most recent to oldest. Keep a copy for your records. All forms and copies should be **single-sided and unstapled**.

- 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. – 6:** 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:
**40 Celebration Dr Box270446
Rochester, NY 14627**
 - **Part 2 #27:** Use the appropriate code based on your Eligibility Category:
Pre-completion OPT: **(c)(3)(A)**
Post-completion OPT: **(c)(3)(B)**
Please see our website for information on STEM Extension applications.
 - **Part 6:** List any previous CPT or OPT authorization(s) and the applicable academic level(s) and SEVIS ID(s).
 - **Part 3 #7.a. – 7.b.:** Sign and date the application form in *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
 - 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!

USPS – Delivery by standard U.S. Postal Service USCIS PO Box 660867 Dallas, TX 75266 <i>Express service requires alternate address →</i>	Express – Delivery by FedEx, UPS, DHL, USPS Overnight, etc. USCIS Attn: AOS 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067
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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.