ITU

International Technological University
2711 North First Street - San Jose, CA 95134
Phone (888) 488-4968
www.itu.edu

OPT Application Checklist

NOTE: USCIS must receive your application within 30 days of when your OPT I-20 is printed.

The following items should be mailed to USCIS in the following order for Post-Completion OPT applications
☐ Completed and Signed Form I-765 (original) in black ink marked with code "(c) (3) (b)" at item 16 for initial OPT applications).
☐ $410 Check* or Money Order* payable to "United States Department of Homeland Security" (Please write "I-94" on the memo line and your name and SEVIS ID# on the top of the check.
☐ 2 U.S. Passport Photographs. Photos must be placed in a small envelope. Please print your name and I-94 card number lightly in pencil on the back of each photo and put the photos in envelope and attach it in front of I-765.
☐ Copy of OPT endorsed I-20.
☐ Copy of all previously issued Form I-20's (pages 1 & 2) for all I-20's issued while in the United States, including those from other institutions attended.
☐ Copy of Form I-94 (Front & Back).
☐ Copy of F-1 Visa (unless you changed your status to F-1 while in the US).
☐ Copy of your Passport Photo Page showing your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (Even if expired).
☐ Copy of any previously issued EAD (if applicable).

The following items should be mailed to USCIS for OPT STEM applications
☐ Completed and Signed Form I-765 (original) in black ink marked with code "(c) (3) (c)" at item 16 for OPT STEM applications).
☐ An offer letter from the current OPT employer verifying employment and which includes the employer's participation in E-Verify as well as a short description of the job and start date.
☐ $410 Check* or Money Order* payable to "United States Department of Homeland Security" (Please write "I-94" on the memo line and your name and SEVIS ID# on the top of the check.
☐ 2 U.S. Passport Photographs. Photos must be placed in a small envelope. Please print your name and I-94 card number lightly in pencil on the back of each photo and put the photos in envelope and attach it in front of I-765.
☐ Copy of OPT endorsed I-20.
☐ Copy of all previously issued Form I-20's (pages 1 & 2) for all I-20's issued while in the United States, including those from other institutions attended.
☐ Copy of Form I-94 (Front & Back).

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☐ Copy of F-1 Visa (unless you changed your status to F-1 while in the US).
☐ Copy of your Passport Photo Page showing your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (Even if expired).
☐ Copy of any previously issued EAD.
☐ Copy of diploma or official transcript

Mailing Directions

If you live in (return address on I-765):	Mail your application to USCIS Dallas Lockbox:
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	For U.S. Postal Service deliveries: USCIS PO Box 660867 Dallas, TX 75266
	For Express Mail: USCIS, Attn: AOS 2501 S. State Hwy, 121, Business Suite 400 Lewisville, TX 75067
If you live in (return address on I-765):	**Mail your application to USCIS Phoenix Lockbox:**
Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington (state), Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands	For U.S. Postal Service deliveries: USCIS PO Box 21281 Phoenix, AZ 85036
	For Express Mail: USCIS, Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034

Maintaining your Status while on OPT

You must be employed while on OPT. If you are unemployed for more than a total of 90 days during the OPT period, then you will be out of status. Employment can be full time or part time and can be an internship or volunteer opportunity as long as it directly relates to your field of study.
Report any changes of address or name within 10 days of the change.
Report the name and address of your employer to DSO when you have this information and make sure to report this if your employer changes as well.

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