The next step in the process is for you to submit the required documents to the USCIS Service Center for processing. The ISSS office is providing an envelope for you to submit your application via regular USPS shipping. We suggest you send your application as certified mail so you can be sure it was received by the Service Center. For express deliveries (UPS, FedEx, etc.) you will need to use a different address:

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

*Remember: USCIS must receive your OPT application no later than 30 days beyond the I-20 issue date.*

Shortly after submitting your paperwork you should receive an I-797 receipt notice as evidence that USCIS is processing your application. That form will have a Receipt Number that you can use to check the status of your application at the uscis.gov website.

*We strongly encourage you to make copies of your entire application packet before submitting it to USCIS just in case there is a problem.*

**How long will it take to process my application?** USCIS provides information on current processing times at their website: [https://egov.uscis.gov/ cris/processTimesDisplay.do](https://egov.uscis.gov/cris/processTimesDisplay.do). You will need to check the Texas Service Center and the processing time for I-765 forms for F-1 academic students. USCIS considers up to 90 days to be normal processing time.

**What if USCIS makes a mistake with my documents?** USCIS has an E-Request page for correcting mistakes and making other inquiries: [https://egov.uscis.gov/ e-request/Intro.do](https://egov.uscis.gov/e-request/Intro.do). You can inquire about a lengthy processing time and report a missing document or typographic error. We strongly encourage you to doublecheck your EAD card and other documents to make sure all names and dates are correct.

**What if I change my address after submitting my application?** USCIS provides a Change of Address form for reporting a new home address: [https://egov.uscis.gov/coa/displayCOAForm.do](https://egov.uscis.gov/coa/displayCOAForm.do)

**Do I have any other reporting obligations to the TTU ISSS office?** As you know, regulations require you to report your current home and work addresses. You can do so at our website here: [http://www.depts.ttu.edu/international/ isss/f1/OPTreporting.php](http://www.depts.ttu.edu/international/isss/f1/OPTreporting.php).

**I have a job offer and my employer needs me to start working as soon as possible. Is there any way to speed up the process?** USCIS has a website outlining how to request your case be expedited: [http://www.uscis.gov/forms/expedite-criteria](http://www.uscis.gov/forms/expedite-criteria). This is something you will need to pursue on your own; the ISSS office is unable to help you with this request.

**I received a Request for Evidence. What does that mean?** RFE’s are issued when an application is incomplete or there is some other error. In most cases, the problem is fairly straightforward (missing documents, bad pictures, etc.). Follow the instructions given on the RFE to resolve the issue. If you are not sure about what they are requesting, contact your ISSS counselor.

**When and how should I apply for the STEM OPT extension?** You can find information on applying for the STEM OPT extension at our OPT webpage. You should apply 3-4 months before the end of your 12-month OPT.