Optional Practical Training - Checklist

In order to apply for Optional Practical Training (OPT), please make an appointment to see your designated international student counselor. The following documents are needed as part of the OPT application process.

For ISSS office use:

☐ Academic Advisor’s Statement of Program Completion Form
☐ OPT Acknowledgment Form

For submission to USCIS office:

☐ Form G-1145
☐ Copies of previous EAD cards (if available)
☐ Copy of valid passport bio page
☐ Copy of I-94
☐ Check or money order for $410 to “Dept. of Homeland Security”
☐ Two passport photos (recent)
☐ Form I-765

Along with (which you will receive from your international student counselor):

☐ Copy of I-20 with OPT request (keep the original for yourself)
☐ Printout of SEVIS CPT page (if applicable)
I-765 Mailing Addresses

If the address you entered on the I-765 is in:  

Mail your application to:  
USCIS Phoenix Lockbox
For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:
USCIS
P.O. Box 21281
Phoenix, AZ 85036

For overnight/courier deliveries (non-USPS):
USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

If the address you entered on the I-765 is in:  
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

Mail your application to:  
USCIS Dallas Lockbox
For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:
USCIS
P.O. Box 660867
Dallas, TX 75266

For overnight/courier deliveries (non-USPS):
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

E-Notification: If you want to receive an email and/or text message that your Form I-765 has been accepted at a USCIS facility, complete Form G-1145, E-Notification of Application/ Petition Acceptance and clip it to the first page of your application.