OPT Application Filing Instructions

Enclosed is your new I-20 with the OPT authorization on page 2. The next step in the process is for you to submit the required documents to the USCIS Service Center for processing. We suggest you send your application as certified mail or use a courier service (FED-EX, UPS etc) so you can track when it was received by the Service Center. Please check the attached information sheet to find the location your application has to be sent. This is based on the address entered on the I-765.

Remember: USCIS must receive your OPT application within 30 days of the I-20 issue date and all I-765 forms must be signed by hand (no forms with electronic signatures will be accepted)

We strongly encourage you to make photocopies of your entire application packet before submitting it to USCIS for your personal immigration file.
About 5 to 10 days after submitting your application you should receive an I-797C receipt notice as evidence that USCIS has received 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.
Please check the accuracy of your personal information immediately after you have received the letter!

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 You can inquire about a lengthy processing time and report a missing document or typographic error. We *strongly encourage* you to double check your Receipt Notice, EAD card and other documents to make sure all names and dates are correct.

Important: Once you have received your EAD-Card, please scan and email a copy of your card (front and back) to me.

How long will it take to process my application? USCIS provides information on current processing times at their website: https://egov.uscis.gov/processing-times/ You will need to check the appropriate Service Center website for the processing time for I-765 forms for F-1 academic students.

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

Do I have any other reporting obligations to the TTU ISSS office? As you know, regulations require you to report your current home address as well as current employment information. You can find forms for doing so at our OPT Reporting site: https://www.depts.ttu.edu/international/isss/f1/optstudents.php When submitting employment information, please provide a copy of your EAD card to ensure we can update your SEVIS record in a timely fashion.

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: https://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.