



TEXAS TECH UNIVERSITY

International Student *and* Scholar Services™

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:

- Check or Money Order for \$410 to "Dept. of Homeland Security"
- Two Passport Photos (Recent)
- Form G-1145
- Form I-765
- Copy of I-20 with OPT Request (OPT I-20 provided by counselor)
- Copy of Passport Bio Page
- Copy of I-94

Also include the following if applicable:

- Copies of Previous EAD Cards
- Printout of SEVIS CPT Page (Request from counselor)



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I-765 Mailing Addresses

Mail your application to:

USCIS Chicago Lockbox

FedEx, UPS, and DHL deliveries (Highly Recommended!):

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

U.S. Postal Service (USPS):

USCIS
PO Box 805373
Chicago, IL 60680

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.