Office of International
Programs and Services

How to File Your OPT Application

I. Acknowledgement of Understanding

I understand that I am completely responsible for properly filing my OPT application with the USCIS, as explained below, and tracking its processing through the USCIS Case Status Online System.

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My Signature   My Name (please print)

_____

Date Signed

Please send a copy of this signed form to international@purchase.edu

II. Be sure that your application contains all of the documents below in the following order:

1. Two passport format photos, taken no more than 30 days before you are submitting your OPT application, with your name and SEVIS ID# printed on the back in pencil or felt marker.
2. $410 Fee: Check/Money Order payable to U.S Department of Homeland Security
3. Form G-1145 E-Notification of Application/Petition Acceptance
4. Form I-765 (properly completed and signed in black ink)
5. A copy of your newly issued form I-20 with your DSO OPT recommendation on page two as well as copies of previously issued I-20s.
6. Copy of passport Identification page
7. Copy of F-1 Visa
8. Form I-94 (photocopy of paper I-94 or electronic I-94)
9. Copy of Employment Authorization Document (EAD card - if applicable)

III.   Make a photocopy of all the above documents for your records.

IV.   Paper clip the entire packet and place it in a manila envelope.

V. Your complete application (see section II above) must be received at USCIS within the following deadlines:

1. Within 30 days of the DSO's OPT recommendation on your Form I-20, that is, signature on page 1
2. For students applying for Post-OPT, your application may not be received at the USCIS Lockbox later than 60 days after you completed your program of study.
3. Send your application by priority or express mail (recommended) that will provide you with proof of timely receipt.

VI. File your complete application to the USCIS Lockbox.

 FedEx, UPS, and DHL deliveries:

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

VII. If you are not using our mailing address, send evidence of timely filing and acceptance of your application to our office and keep copies for yourself.
1. Courier delivery receipt
2. G-1145 E-Notification of Application/Petition Acceptance

Please Note: If your complete application is returned to you, for any reason, that means that it *has not been accepted*. Contact our office immediately for information about your options.

VIII. Track the progress of your application by either contacting our office (if requested our assistance and used our office mailing address) or through the <u>USCIS Case Status Online System.</u>

IX. Provide us with a photocopy of your EAD Card if it is being sent directly to you.