Application for Pre/Post-Completion OPT: Information and Checklist
International Student & Scholar Services

1) COMPLETE THE APPLICATION FORMS (on our website here under “OPT”:
http://www.stevens.edu/sit/issss/forms):

✓ OPT Request Form:

   ▪ **Item #1: I-20 Program End Date**: The earliest your application may be submitted to the
government for Post-Completion OPT is 90 days before this date.
   ▪ **Item #2**: Indicate the type of OPT for which you are applying and the dates you want to
work. Tell us how much of your 12-month OPT benefit you have already used for this
program or degree level, if any.
   ▪ **Item #6**: List your proposed employment and (if it is not obvious from the job description)
how it is directly related to your major and appropriate for your level of education.

✓ For Post-Completion OPT: Acknowledgement of Responsibilities for Maintaining F-1 Status

   ▪ **Important note**: You must be preliminarily cleared for graduation by the Registrar's Office in
order to apply for post-completion OPT.

✓ Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION:

   ▪ **Item #3** – List your own address. If you are moving, you should find a friend who will accept
your mail, or obtain a U.S. post office box.
   ▪ **Item #10 – A-Number or I-94 Number**: Put your I-94 number unless USICIS has previously
assigned you an alien registration number (EAD USCIS number).
   ▪ **Your Certification** – Sign in **BLUE** ink, and put your telephone number and the date.
   ▪ **Item #16** – Enter the code that applies to the type of OPT you are requesting:
Pre-Completion OPT-(c)(3)(A); Post-completion OPT-(c)(3)(B)

2) SUBMIT THE THREE FORMS IN #1 TO ISSS.

3) RECEIVE YOUR OPT I-20s FROM ISSS & MAIL YOUR APPLICATION. USCIS
MUST RECEIVE YOUR APPLICATION WITHIN 25 DAYS OF THE DATE THE I-20 WAS ISSUED (THE DATE NEXT TO THE ISSS STAFF MEMBER'S NAME ON THE FIRST PAGE), WITH ALL OF THE FOLLOWING DOCUMENTS:

✓ **$380 Fee** in the form of a check or money order payable to the U.S. Department of Homeland
Security. If you are using a personal check, it must list the account holder’s name and address on it.

✓ **Two passport photos- 2” x 2” with white background** (See page 8, Section 2C for photo
requirements: http://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf)

✓ **I-765- TYPED and signed in blue ink.** You may handwrite any parts that won’t fit when typing.
✓ **One OPT I-20** (You will receive two from ISSS. One is for you to keep, and one is send to USCIS. They are identical, so you can send either one.)

✓ **Photocopies of Forms I-20.** Photocopies of all previous Forms I-20 issued by ISSS and any other schools you have attended.

✓ **Photocopy of any previous EAD Card(s) (both sides)**

✓ **Photocopy of Form I-94 (both sides) or Print-Out of Electronic I-94.** You can get the print-out of your electronic I-94 here: [www.cbp.gov/i94](http://www.cbp.gov/i94).

✓ **Photocopies of your passport identification pages and visa**

✓ **If you changed status to F-1 in the U.S., include a copy of your I-797 Approval Notice from USCIS, your visa (even if you do not have an F-1 visa), and an official transcript from the Registrar’s Office.**

✓ **If you have dependent(s):** We will give you two OPT I-20s for your dependent. One is for your dependent to keep; one is to send to USCIS. In addition to this, send a copy of your dependent’s original I-20 (to enter the U.S.). Passport/visa/I-94 copies are unnecessary.

**INFORMATION ABOUT APPLICATION PROCESSING**

1. **If ISSS determines that you qualify for OPT work authorization, we will issue you a new Form I-20 with our recommendation on it.** We will contact you by e-mail when your I-20s are ready to be picked up or when we mail them out to you (whatever you indicated on your Request Form).

2. **After you have signed your new I-20, you must mail your complete application to USCIS, and they must receive it within 25 days of its issue date, as noted above.** Here’s where you should send it if you are living in NY/NJ/PA; if you are living in another state, please refer to the OPT Application Mailing Instructions on the ISSS website here: [http://stevens.edu/sit/isss/forms](http://stevens.edu/sit/isss/forms).

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<thead>
<tr>
<th>For U.S. Postal Service (USPS) Deliveries:</th>
<th>For Express Mail and Courier Deliveries (Recommended):</th>
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<tr>
<td><em>Send certified mail, return receipt requested</em></td>
<td><em>Send certified mail, and make sure you get the tracking number</em></td>
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<td>USCIS</td>
<td>USCIS</td>
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<tr>
<td>PO Box 660867</td>
<td>Attn: AOS</td>
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<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business</td>
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<tr>
<td></td>
<td>Suite 400</td>
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<td>Lewisville, TX 75067</td>
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3. **USCIS will communicate directly with you during the application process, which takes up to 90 days from the date USCIS receives your application.** ISSS recommends that you complete Form G-1145 to receive an e-mail/text when USCIS accepts your application: [www.uscis.gov/g-1145](http://www.uscis.gov/g-1145). Your receipt and (if your application is approved) your EAD will be sent to the address you put on your I-765. Please contact ISSS if you change your address or receive any requests for additional information/evidence from USCIS, and please send us a copy of your EAD once you receive it.

4. **You cannot work with an Approval Notice; you must wait until you receive your EAD and its start date arrives to start working.**