Pre and Post Completion OPT Checklist

**STEP 1: Apply for your New Form I-20 with OPT Recommendation from ISSS**

Ensure that you are preliminarily cleared for graduation with the Office of the Registrar.

Complete and submit the [OPT Request Form](mailto:ISSS.Application@stevens.edu) to ISSS.Application@stevens.edu.

**STEP 2: Receive your New Form I-20**

Sign the “Student Attestation” section on page 1 of your new I-20.

**STEP 3: Submit the Following Items to USCIS in One Application Packet**

- **Form G-1145** (This must be at the top of your application).
- Filing Fee $410 can be paid by check, money order, or credit card. If paying by credit card, complete [Form G-1450, Authorization for Credit Card Transactions](#). Make check or money order payable to U.S. Dept of Homeland Security.
- Properly executed **Form I-765**. Please see the Sample I-765.
- **2 passport-style photos** that are 2” x 2”, on a white background, and taken within the last 30 days.
- A photocopy of your new I-20 with OPT recommendation.**
- Photocopies of all previous issued I-20s (from all the schools you’ve attended).
- A copy of your passport identification page(s).
- A copy of your most recent F-1 visa.
- A copy of your I-94 Arrival / Departure Record: [www.cpb.gov/i94](http://www.cpb.gov/i94) (If you have a paper I-94 instead of an electronic I-94, photocopy both sides to submit with your application).
- **Students with F-2 dependent(s):** send a copy of all the Form I-20s for your dependent(s).
- **Students who changed to F-1 status:** include your I-797 Approval Notice from USCIS and an official transcript.
- **Students with previous EAD(s):** Include a photocopy of the front and back of each EAD card.

**USCIS must receive your application within 30 days of when the recommendation was made in SEVIS. For timely filing, please ensure that USCIS receives your application within 25 days of your OPT I-20’s issue date. This date can be found next to the Immigration Advisor’s signature on Page 1 of your Form I-20.**

**Mailing Instructions:**

**For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries***:

USCIS
P.O. Box 660867
Dallas, TX 75266

*Send with certified mail, return receipt requested

**For courier service such as Fed Ex, DHL or UPS***:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

* Request a tracking number with this service

**Important Reminders and Tips:**

- Please review the [travel section of our website](#) before making any arrangements to depart the country.
- You may only begin employment once you have your EAD card in hand **and** the start date has arrived.
- Use our [Employer Update form](#) to report employment within 10 days of starting any job on OPT.
- If you receive any requests for evidence (RFEs) for this application, please submit it to ISSS for assistance.