**OPT APPLICATION CHECKLIST**

When applying for Optional Practical Training (OPT) work authorization, carefully review the application instructions and your documents. If information is missing or incomplete, USCIS can deny your application or contact you to request what is needed, which will cause delays in receiving their decision.

**Before Submitting Your Application**

Check with your Academic Advisor to make sure you are academically ready for graduation, register for your final classes, and apply for graduation. Gather the application materials listed below, and contact OISP to create a new I-20 that requests OPT work authorization; this document will need to be sent with your application materials to USCIS.

**Application Materials**

- Completed I-765 form
- Completed G-1145 form
- 2 passport photos with name and I-94 number on back of each
- Copy of picture page of passport
- Copy of most recent visa
- Copies of all I-20s for your current degree
- Copy of I-94 record or most recent I-797
- Check or money order for $380 paid to the order of USCIS
- If you have had an EAD card before: copies of any previous EAD cards and copies of relevant diplomas if the EAD was for post-completion OPT
- I-20 requesting OPT, signed by OISP and by you (not a copy)

**Mailing Information**

If you live in Ohio, mail your application to:

**Regular Mail**
USCIS
PO Box 21281
Phoenix, AZ 85036

**Express Mail (recommended)**
USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

If you live outside Ohio, check mailing address at [https://www.uscis.gov/i-765-addresses](https://www.uscis.gov/i-765-addresses). Remember: USCIS may deny any OPT applications submitted more than 90 days before graduation date, more than 60 days after graduation date, and/or more than 30 days after OPT I-20 created.

**After Submitting Your Application**

When USCIS receives your OPT application, you will be sent a USCIS receipt number. You can check on the status of your application at [https://egov.uscis.gov/casestatus](https://egov.uscis.gov/casestatus) and USCIS processing times at [https://egov.uscis.gov/cris/processTimesDisplayInit.do](https://egov.uscis.gov/cris/processTimesDisplayInit.do). Consult OISP if you change address, will not be graduating, decide to retract OPT application, need to travel, or your EAD card is delayed. Remember: you are not authorized to work until you receive your EAD card.