12-Month Post-Completion OPT Application Checklist

Required application materials
ISAP recommends that your application be assembled in the order listed below. Keep a copy for your records. Forms and copies should be single-sided and unstapled.

- **Application fee of $410.00**, payable to “Department of Homeland Security” by check, money order, or credit card.
  - To pay by credit card, include Form G-1450 Authorization for Credit Card Transactions [www.uscis.gov](http://www.uscis.gov).

- **Two recent passport photos**, with your name and I-94 number written lightly on the back.
  - Photos must meet US photograph requirements or they will be rejected and delay processing.

- **Recommended**: Form G-1145 E-Notification of Application/Petition Acceptance [www.uscis.gov](http://www.uscis.gov)
  - Provide an email and/or mobile phone number to receive notification when your application is received.

- **Form I-765 Application for Employment Authorization** [www.uscis.gov](http://www.uscis.gov)
  - ISAP strongly recommends that you type and print this form, rather than writing by hand.
  - **Part 1 #1.a.**: Check the box for “initial permission to accept employment” to indicate what you are applying for.
  - **Part 2 #5.a. – 5.f.**: Provide an address where you can receive mail for at least 5 months after submitting to USCIS (the US Post Office cannot forward government mail).
  - **Part 2 #27**: Use the appropriate code based on your Eligibility Category:
    - **Post-completion OPT**: (c)(3)(B)
      - Please see our website for information on Pre-Completion OPT and STEM Extension applications.
  - **Part 6**: List any previous: SEVIS ID(s), authorized CPT(s), and/or authorized OPT(s) and applicable academic level(s).
  - **Part 3 #7.a. – 7.b.**: Sign and date the application form in black or blue ink after printing.

- **Document Photocopies** – Do NOT send any originals of these supporting documents.
  - New I-20 with OPT recommendation, issued no more than 30 days before USCIS will receive the application
  - Any/All I-20s (excluding instructions page) related to current UWG degree program, from most recent to oldest
  - Passport: ID page, current expiration date, F-1 visa stamp (if applicable)
  - I-94 record (print online: [www.cbp.gov/i94](http://www.cbp.gov/i94)) or I-797 Approval Notice for Change of Status to F-1
  - Previously issued EAD card(s) (if applicable)

Submit your application to USCIS
F-1 OPT applications must be mailed to a USCIS lockbox location for initial processing. The appropriate shipping address, either Dallas or Phoenix, depends on 1) the mailing address listed in **Part 2 #5.a. – 6** on the Form I-765, and 2) how your application will be delivered. For UWG students using a Georgia mailing address, the **USCIS Dallas Lockbox** addresses are listed below. If your I-765 mailing address is outside Georgia, please confirm the appropriate facility using the **USCIS Lockbox mailing instructions**. Be sure to request a tracking number for your package and ensure timely delivery of your application!

<table>
<thead>
<tr>
<th>USPSS – Delivery by standard U.S. Postal Service</th>
<th>Express – Delivery by FedEx, UPS, DHL, USPS Overnight, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>PO Box 660867</td>
<td>Attn: NFB AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

**Express service requires alternate address** →

Employment Authorization Document (EAD card) & OPT Reporting
Once your OPT application is approved, you will receive the EAD card by mail listing your authorized employment dates. **Do NOT begin working until your employment authorization is documented and valid!** During your OPT period, you must report all employment activities and address details to ISAP at global@westga.edu

12 Month OPT Checklist; July 2019