

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).
- 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)
 - 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)
 - 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) 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!

USPS – Delivery by standard U.S. Postal Service USCIS PO Box 660867 Dallas, TX 75266 <i>Express service requires alternate address →</i>	Express – Delivery by FedEx, UPS, DHL, USPS Overnight, etc. USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067
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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