



OPT Mailing Checklist

Submitting your application

1. Upon receipt of the new I-20, sign the student signature line on page 1
2. Compile the application documents in the following order:
 - **Application Fee**
Please see the USCIS website for the most current fee
 - **2 Passport photos**
write your name, date of birth, and I-94 number on the back of each photo
 - **Form I-765** (original)
 - **Form G-1145** (original)
 - **Copy of OPT or STEM Extension I-20**
You will have received one from your international Student Advisor. Keep the original.
 - ***Copies of any I-20s that have previous OPT or CPT authorization - (if applicable)**
 - ***Official Transcript - (STEM Extension only)**
 - ***Letter from your employer - (STEM Extension only)**
This letter should include employment dates, hours, compensation, and duties
 - A copy of your most recent **Form I-94**
 - A copy of **passport photo/information page showing the passport expiration date**
 - A copy of your **most recent U.S. visa**
 - ***Copies of any current and previous EAD cards**
(if applicable)
3. Make a photocopy of the entire application packet for your records
4. Send the application via UPS, FedEx or Certified U.S. Mail with Return Receipt to the appropriate U.S. Service Center serving your residence (see Service Center Filing Chart on the next page or go to <http://www.uscis.gov>).

You may also use <https://study.eshipglobal.com/> to ensure it goes to the right place. If there are any problems with your application, you will need the mailing receipt and/or tracking information for your packet.

Do not send your application via regular mail.

***IMPORTANT* USCIS must receive and log your application within 30 days of the issue date of your I-20. Late applications will be denied.**



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Where to send your application

USCIS Phoenix and Dallas Lockbox facilities for filing Form I-765	
If you live in:	Mail your application to:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota , Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.	<p><u>USCIS Phoenix Lockbox</u></p> <p>For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<p><u>USCIS Dallas Lockbox</u></p> <p>For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266</p> <p>For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>