



# International Technological University

## OPT Application Packet Mailing Checklist

Please include the following items in your OPT application packet:

**Completed and Signed Form I-765 (original)** marked with code “(c) (3) (b)” at item 16.

**\$380 Check\* or Money Order\*** payable to “**Department of Homeland Security**” (Please write “I-94” on the memo line and your name and SEVIS ID# on the top of the check).

**2 U.S. Passport-Style Photos.** Photos must be placed in a small envelope. Please print your name and I-94 card number lightly in pencil on the back of each photo and put the photos in envelope and attach it in front of I-765.

**Original/Photocopy ITU SEVIS I-20 showing OPT dates on Page 3 (make sure the student sign on the first page’s I-20).**

**Photocopy of the Front and Back of your most recent I-94 Departure Record Card and Visa.**

**Photocopy of your Passport Pages** showing your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (Even if expired).

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The following only applies to students who have or had CPT or OPT:

**Photocopy of all previously issued I-20s if you had CPT authorized previously.**  
(CPT authorization appears on **Page 3** of your SEVIS I-20 from ITU or previous school).

**Photocopy of any previously issued I-20 for EAD** (Employment Authorization Document).  
Examples: OPT I-20 for past degrees or the current degree, Special Student Relief EAD, Economic Hardship EAD.

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Please include the following items in your OPT-Ext application packet:

**Complete and sign** Form I-765 Application for Employment Authorization, marked with the code “(c) (3) (c)” at item 16; Complete item 17 with Degree name; Employer's Name; Employer's E-Verify Number. Obtain **an offer letter** from your current employer verifying your employment and the employer's participation in E-Verify as well as a short description of your job and start date.

**Two passport style photos.**

A check or money order made payable to “USCIS” in the amount of \$380 required for Form I-765.

Send a copy of your current I-20 and all old I-20’s.

Send a copy of your I-94 card (both sides), visa and passport.

Send a copy of your current Employment Authorization Card.

If you are applying for a STEM OPT Extension, you must submit proof of your degree earned. Submit a photocopy of your diploma or an unofficial transcript.



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## *Mailing to USCIS*

The U.S. Postal Service is the only service that delivers to a P.O. Box address. You may need to **send** your **application** via express (next day) mail to meet the **USCIS** deadline.

<p><b>If you live in (return address on I-765):</b> 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>	<p>Mail your application to USCIS Dallas Lockbox: For U.S. Postal Service deliveries: USCIS PO Box 660867 Dallas, TX 75266 For Express Mail: USCIS, Attn: AOS 2501 S. State Hwy, 121, Business Suite 400 Lewisville, TX 75067</p>
<p><b>If you live in (return address on I-765):</b> Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington (state), Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands</p>	<p>Mail your application to USCIS Phoenix Lockbox: For U.S. Postal Service deliveries: USCIS PO Box 21281 Phoenix, AZ 85036 For Express Mail: USCIS, Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034</p>

*Check on the status of your OPT application*

*PLEASE NOTE: USCIS must receive the OPT application preferably 90 days prior to the student's graduation date or no later than 60 days after the graduation date. However, the OPT application must be submitted to and received by USCIS within 30 days of the date on which the DSO issues a new I-20 recommending OPT.*

*ITU does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to ITU. If a student is submitting an application to the United States Citizenship and Immigration Services (USCIS), a check payable to "Department of Homeland Security" will accompany the student's application. Advisors' responsibilities are limited to reviewing the check for accuracy and returning to the student who will mail the application directly to USCIS.*

*Check: Student Resources-> Opt Slides for references*