



## OPT APPLICATION CHECKLIST

- G-1145 E-Notification request form (completed, signed & dated). You can find the form here: <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>.
- I-765 Application for Employment Authorization (completed, signed & dated in BLACK ink). You can find the form and instructions for the I-765 here: <https://www.uscis.gov/i-765>.
  - Question 3: Instead of putting your UB address or other mailing address, please put  
C/O Aliza Frame or Yug Gill, Reese Hall, 413 S. Locust Street,  
Greencastle, IN 46135
  - Question 16: Please put (c) (3) (B)
  - Question 17, 18, and 19: Leave Blank
- Personal check (preferable) or money order made out for required filing fee of \$410. Check must be made out to *US Department of Homeland Security*.
- 2 IDENTICAL passport photos (Your name as it appears in your passport and I-94 number should be written in pencil on the back of both photos).
- Letter from ISS staff verifying student's eligibility for OPT (You will receive this during your final OPT appointment with ISS staff).
- Recommendation form from academic advisor (2 advisor forms, if double major).
- Copy of all I-20s ever issued to you, with the most recent I-20 on top, and the "Initial" (oldest) I-20 at the bottom. This includes I-20s issued for Curricular Practical Training (CPT).
- Copy of employment offer letter and major advisor recommendation form for EVERY CPT internship in the United States
- Copy of most recent I-94 Departure Record. Students should print their I-94 from the following website: [CBP.gov/I94](http://CBP.gov/I94).
- Copy of passport expiration/photo/signature page(s). The passport must be valid throughout the full OPT period.
- Copy of all US visas issued for F-1 Student status.
- (If available) Copy of Indiana driver's license or state ID card.

**\*\* Keep your application documents in the same order as this checklist\*\***

**Checklist before making an OPT appointment with ISS Staff:**

- Complete your OPT Application and have your faculty advisor complete their part of the OPT application.
- Meet with Ms. Teresa Roberts to insure you have all the documents needed for your OPT application as listed above.
- Have two photocopies of your entire application in the order of documents listed above with you for before your final appointment. ISS will keep one copy for our records and you will keep the other copy for your records.

Finally, check your application one final time and mail to the address below:

USCIS Phoenix Lockbox

**For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:**

*USCIS*

*P.O. Box 21281*

*Phoenix, AZ 85036*

**For overnight/courier deliveries (non-USPS):**

*USCIS*

*Attn: AOS*

*1820 E. Skyharbor Circle S*

*Suite 100*

*Phoenix, AZ 85034*