## **USCIS OPT 12- Month Application Checklist and documents needed:**

Please bring these items to the office for us to prepare your new OPT I-20-

Form G-1145 ( https://www.uscis.gov/g-1145 ). Typed, not hand written

Form I-765 (https://www.uscis.gov.gov/i-765) Original and signed

Eligibility Code is : © (3) (B)

Copy of Passport with photo page (Valid for at least 6 months from application date)

Printout of I-94 Departure form ( <a href="http://i94.cbp.dhs.gov/i94/#/home">http://i94.cbp.dhs.gov/i94/#/home</a>)

Two (2) U.S. Style Passport –

- Write your name and I-94 number (lightly) on the back of each photo
- Passport photo must be 2"x2" (taken recently)

\$410.00 check/Money Order for application fee, payable to US Department of Homeland Security.

- (Write your date of birth and I-94 number on the front of the check in the memo section)
- Check must be a U.S. check drawn on a U.S. bank

If applicable, to be included with your OPT package for mailing:

- Photocopies of all previously issued EAD cards, CPT/Internship I-20s
- And all previously processed OPT I-20s

## **Reporting Requirements While On OPT**

All students an OPT are required to report any change of following to OIED (850-599-3295) within 10 days:

- Legal name
- Employer name
- Employer address
- Changes in employment
- Personal contact information

Mailing Address for OPT: U.S. Postal Service: USCIS

P.O.Box 660867 Dallas, TX 75266