



## 1. Check your dates

Your OPT recommendation must be dated within the past 30 days when received by USCIS or the application **will be denied**. Check remarks on page 1 of I-20 to verify recommendation date or re-recommendation date. If needed, request “Post-Completion OPT I-20 Re-Recommendation” through iComet.

## 2. Verify the information on your OPT I-20

**Name.** The name on your I-20 should match the name in your passport.

**Major & Degree.** The major and degree listed on page one of your I-20 should match your SEVIS degree name. If you are graduating from more than one degree, check that both degrees are shown on your I-20 as “Major 1” and “Major 2.” The order they are listed does not matter.

**Program completion date.** The program completion date on page 1 of your I-20 should reflect either the last day of the finals period in your graduating semester, or the date you complete your thesis/dissertation requirements. If you will not finish your degree requirements, you must submit a complete program extension form before this date. Otherwise, you may fall out of status and lose your OPT.

**Length of requested period of OPT.** The OPT start and end date on page 2 of your I-20 should reflect the dates you requested for your OPT period.

**Current session dates on page 2.** Page 2 of your I-20 may show previous “current session dates.” This is automatically generated by the SEVIS system and can be safely disregarded.

## 3. Read all instructions carefully

## 4. Make a copy for yourself

Before sending your packet to USCIS, make a copy for your records.

**It is YOUR responsibility to ensure your application is complete and correct before mailing it to USCIS.**



# THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services

800 West Campbell, SSB 34, RICHARDSON, TEXAS 75083-0688

(972) 883-4189 FAX (972) 883-4010

## Post-Completion OPT Application Checklist

Student Name \_\_\_\_\_ Net ID \_\_\_\_\_

**F-1 Student Checklist.** *For personal use or advisor packet reviews. Complete this section prior to advisor packet review. Organize documents in the order below.*

- Form G-1145** – Optional form. Authorizes USCIS to email or text status updates.
- 2 passport photos** – Photos should meet U.S. passport photo requirements. No glasses allowed. Print name and I-94 number on back of pictures. <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
- \$410 check, money order, or Form G-1450 (for credit card)** – No starter checks. Must have a name and address printed on check. Print I-94 number at top of check/money order. Enter purchaser's address and signature on Money Order. Can differ from address on I-765. Make payable to the U.S. Department of Homeland Security.
- Original Form I-765** – If corrections need to be made, fill out a new form. Use current version - [uscis.gov/i-765](https://uscis.gov/i-765).
  - Legible handwriting
  - Black ink
  - Part 6 – required if you have had previous SEVIS ID numbers or CPT/OPT authorizations
  - If a question does not apply to you, type or print "N/A" unless otherwise directed.
- Copy of OPT I-20** - pages 1 and 2, signed by you and ISSO advisor. Must be dated within the past 30 days when received by USCIS or the application **will be denied**. Check remarks on page 1 of I-20 to verify recommendation date. If needed, request "Post-Completion OPT I-20 Re-Recommendation" through iComet.
- Copy of passport ID page** – showing picture and expiration date. If passport will expire in next six months, renew passport before sending application to USCIS or submit proof of application for passport to USCIS.
- Copy of most recent I-94** – paper copy front and back, or print out from CBP website: [cbp.gov/i94](https://cbp.gov/i94). If I-94 information is incorrect contact Deferred Inspection Office: [utdallas.edu/isso/files/Deferred-Inspection-Office.pdf](https://utdallas.edu/isso/files/Deferred-Inspection-Office.pdf)
- Copy of F-1 visa or Change of Status Approval Notice** – visa can be expired.
- CPT printout** – Provided by ISSO with OPT I-20. Include even if you have never done CPT at this educational level.
- Copies of former OPT EADs (front and back)** – If any.

**International Student Advisor Packet Review Checklist.** *Initial all items that were checked. Scan to file.*

- \_\_\_\_\_ **2 passport photos** – Check for name and I-94 number written on back of pictures.
- \_\_\_\_\_ **\$410 check, money order, or Form G-1450** – I-94 number, "U.S. Department of Homeland Security."
- \_\_\_\_\_ **Original Form I-765**
  - \_\_\_\_\_ **Newest edition**
  - \_\_\_\_\_ **Black ink, handwritten signature.**
  - \_\_\_\_\_ **Part 6**
  - \_\_\_\_\_ **#27 Eligibility Category**
- \_\_\_\_\_ **Copy of OPT I-20** – signed by advisor and student, recommendation issued within 30 days (check remarks)
- \_\_\_\_\_ **Copy of passport ID page**
- \_\_\_\_\_ **Copy of most recent I-94**
- \_\_\_\_\_ **Copy of F-1 visa or Change of Status Approval Notice**
- \_\_\_\_\_ **CPT printout**
- \_\_\_\_\_ **Copies of former OPT EADs (front and back)** – if any.
- \_\_\_\_\_ **Other:**

**Reviewing Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The ISSO OPT Packet Review is a courtesy service offered by the ISSO and is not legal advice. For legal advice you may consult an Immigration Attorney. An advisor review of your OPT packet does not guarantee that it is error-free, but will identify many common errors. Thoroughly check your OPT packet before mailing. Make a copy of your complete application before mailing to USCIS.*



# THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services

800 West Campbell, SSB 34, RICHARDSON, TEXAS 75083-0688

(972) 883-4189 FAX (972) 883-4010

## Post-Completion OPT Application I-765 Reminders

### Check your I-765 before mailing your application.

*It is your responsibility to ensure that you fill out the I-765 completely and correctly. The ISSO advisor will review your I-765 and give you a "DRAFT" copy with recommended changes. However, an advisor review of your I-765 does not guarantee that it is error-free. Thoroughly check your I-765 before mailing. See below for reminders about filling out your I-765. These are not complete instructions.*

- The code for #27 is (C)(3)(B)
- You must send an original I-765. Do NOT send the "Draft" copy from the ISSO advisor.
- USCIS instructions say to write "N/A" for any question that does not apply to you, unless otherwise directed.
- You may type or handwrite your answers on the form. You may type some answers and handwrite others. If you have trouble fitting your full answer in the blank provided, you may wish to handwrite your answer. Always use black ink.

### Resources

- Complete I-765 instructions from USCIS available online at [uscis.gov/i-765](https://uscis.gov/i-765).
- Video instructions available at [youtube.com/watch?v=yk15af37iyQ](https://youtube.com/watch?v=yk15af37iyQ).
- If you have ever had a previous SEVIS ID number, CPT authorization, or OPT authorization, you must complete Part 6. Example below.

**Part 6 Example:** See the following examples on how to indicate previous SEVIS ID numbers, CPT authorizations, and OPT authorizations. Use a new field for each SEVIS ID number, CPT authorization, and/or OPT authorization.

Situation	Details to Include	Example I-765 field						
I have had one or more previous SEVIS ID number(s).	Page 3, Part 2, Item 26 - Previous SEVIS ID <ul style="list-style-type: none"> <li>• Your previous SEVIS ID number</li> <li>• Program start and end date for that previous SEVIS ID number</li> <li>• Degree level</li> </ul>	<table border="1"> <thead> <tr> <th>Page Number</th> <th>5.b. Part Number</th> <th>5.c. Item Number</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>26</td> </tr> </tbody> </table> Previous SEVIS ID number N0010160668 08/20/2015 - 05/11/2017, Bachelor's	Page Number	5.b. Part Number	5.c. Item Number	3	2	26
Page Number	5.b. Part Number	5.c. Item Number						
3	2	26						
I have had CPT authorization.	Page 3, Part 2, Item 27 - CPT Authorization <ul style="list-style-type: none"> <li>• full or part-time</li> <li>• your SEVIS ID number</li> <li>• employer name</li> <li>• employment start and end date</li> <li>• degree level</li> </ul>	<table border="1"> <thead> <tr> <th>Page Number</th> <th>3.b. Part Number</th> <th>3.c. Item Number</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>27</td> </tr> </tbody> </table> CPT Authorization Full-time N0012345678 Rocket Tech, Inc. 06/01/2016 - 08/10/2016, Bachelor's	Page Number	3.b. Part Number	3.c. Item Number	3	2	27
Page Number	3.b. Part Number	3.c. Item Number						
3	2	27						
I have had OPT authorization.	Page 3, Part 2, Item 27—OPT authorization <ul style="list-style-type: none"> <li>• full or part-time</li> <li>• your SEVIS ID number associated with the authorization</li> <li>• Start and end date on EAD card</li> <li>• degree level</li> </ul>	<table border="1"> <thead> <tr> <th>Page Number</th> <th>4.b. Part Number</th> <th>4.c. Item Number</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>27</td> </tr> </tbody> </table> OPT Authorization Full-time N0012345678 09/25/2017 - 09/24/2018, Bachelor's	Page Number	4.b. Part Number	4.c. Item Number	3	2	27
Page Number	4.b. Part Number	4.c. Item Number						
3	2	27						



# THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services

800 West Campbell, SSB 34, RICHARDSON, TEXAS 75083-0688

(972) 883-4189 FAX (972) 883-4010

## Post-Completion OPT Application Mailing Instructions

### Mail your application as soon as possible.

*Do not attempt to deliver personally. USCIS must receive your application no later than 60 days after the program completion date found on page 1 of your UT Dallas OPT I-20, AND within 30 days of the OPT recommendation date. Check the remarks on page 1 of your I-20 to verify your OPT recommendation date. Applications received after these deadlines **will be denied**.*

*The mailing address you indicated on your I-765 determines where you should mail your application.*

**If the mailing address you put on the I-765 is in Texas or** 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, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

**If the mailing address you put on the I-765 is in 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 Northern Mariana Islands.

### **For U.S. Postal Service (USPS):**

USCIS  
P.O. Box 660867  
Dallas, TX 75266

### **For FedEx, UPS, and DHL deliveries:**

USCIS  
Attn: NFB AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

### **For U.S. Postal Service (USPS):**

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

### **For FedEx, UPS, and DHL deliveries:**

USCIS  
Attn: NFB AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

### **Mailing Locations:**

- UT Dallas Bookstore & Copy Center
- US Postal Service, see: [https://tools.usps.com/go/POLocatorAction\\_input](https://tools.usps.com/go/POLocatorAction_input)

### **Reminders:**

- **Keep your receipt notice:** USCIS will mail a receipt notice to the address on the I-765, usually 2-3 weeks after receiving your application. Use the receipt number to speak with USCIS about your application or to get status updates at <http://www.uscis.gov/portal/site/uscis>.
- **If the EAD card is mailed to a personal address, submit a copy of your EAD card to the ISSO at [ISSODocuments@utdallas.edu](mailto:ISSODocuments@utdallas.edu).**

## If you receive a Request for Evidence, Rejection, or Denial

Read all USCIS notices carefully. If you receive a Request for Evidence, Rejection, or Denial, you must take action.

- Follow all USCIS instructions carefully. The notice will give you detailed instructions on how to respond.
- Be mindful of all deadlines given in the USCIS notice.
- If you receive a rejection or denial after your 60-day grace period, you will have limited options.
- If you need advising, you may contact the ISSO.

The ISSO provides advising services in person, over the phone, and by email. For current advising times and services offered, please see the ISSO webpage: <https://www.utdallas.edu/ic/issoadvising/>