OPT Application Mailing Instructions

Your OPT request I-20 has been issued and your OPT materials are ready to be sent by you to USCIS for review. Please read the information below and make sure you have a complete application before mailing. Visit with an ISSS advisor or email issss@colorado.edu with any questions.

I-20 Program End Date

Take note of your new OPT request I-20 program end date (see “Program of Study” section on p. 1 of your I-20). It reflects the semester you complete all academic program requirements.

You are NOT eligible to work on-campus (e.g., assistantship, hourly job) or off-campus (e.g., CPT, economic hardship) after the I-20 program end date on your OPT request I-20.

You can only work in the U.S. after your I-20 program end date if you meet all of the following criteria:

- You have received your Employment Authorization Document (EAD/OPT card)—it is in your hands;
- It is within the OPT employment authorization period noted on the EAD card; and
- You are working in a job directly related to your major field of study as noted on your OPT request I-20.

Application Materials

Be sure you submit a complete application to USCIS. Review the checklist below and the USCIS Optional Checklist for I-765 Filings.

☐ $410 application fee
  - Credit Card Payment: Include the Form G-1450 to authorize a credit card payment
  - Personal Check/Money Order Payment: Make payable to “U.S. Department of Homeland Security”; Sign and date the check (month/day/year) on the front of the check; do not sign the back of the check.

☐ Two, new, identical color passport-size photographs taken in the past 30 days
  - It is recommended that you write your name and I-94 number gently on the back of each photo

☐ Form I-765 completed and signed (in black ink)

☐ Copy of p.1 and p.2 of the signed I-20 ISSS emailed to you requesting OPT (see p. 2)
  - Confirm that both you and ISSS have signed the document in the attestation sections on page 1
  - Print a copy of the signed I-20 for your records

☐ Copy of your current I-94 record printed from OR front and back of your paper I-94 card

☐ Copy of your valid passport ID page AND any address, renewal, amendment, correction or extension page
  - Color copy is recommended

☐ Copy of most recent U.S. F-1 student visa OR I-797 change of status approval notice indicating F-1 status
  - Color copy is recommended

☐ Copy of the SEVIS Employment Information screen provided by ISSS

If you were previously authorized for OPT: ☐ Copy of the front & back of any previously issued EAD cards (e.g., previous OPT, STEM extension) AND the I-20 requesting OPT for the previous period of OPT

Optional: ☐ G-1145, E-Notification of Application/Petition Acceptance
  Place this form on the top of your complete application if you would like an email/text message when USCIS accepts your application at the Lockbox.
Application Mailing Instructions
It is your responsibility to mail all of the required OPT application materials to the U.S. Citizenship and Immigration Services (USCIS) Lockbox or Service Center that processes applications for your eligibility category and place of residence.

- The address is dependent upon the service utilized to mail the application (e.g. U.S. Postal Service vs. private courier- DHL, FedEx, UPS).
- I-765 filing addresses are available the USCIS website

USCIS must receive your OPT application within 30 days of the date ISSS enters the recommendation for OPT into your SEVIS record, and no later than 60 days after the program end date indicated in the “Program of Study” section of p. 1 on the I-20 with your OPT request (whichever occurs first).

It is recommended that you mail your OPT application in a way that provides delivery confirmation.

Updating Your EAD Delivery Address & USCIS Case Inquiries
If you move from the U.S. address you entered in item 3 of the I-765/ are no longer receiving mail there and have not yet obtained your Employment Authorization Document (EAD Card), you must update your address information in the USCIS Online Change of Address System. For USCIS case inquiries and status requests, please use the USCIS online tools or call the National Customer Service Number (800-375-5283).

SEVP Portal
An F-1 student who has been approved for OPT and is in the employment authorization period will receive an email from do-not-reply.SEVP@ice.dhs.gov with information about creating a SEVP Portal account.

- Please add do-not-reply.SEVP@ice.dhs.gov to your trusted sender list
- Monitor all of your active email accounts including your junk/spam folder for the SEVP email.
  - The SEVP email will most likely be sent to your colorado.edu email account but may be sent to an alternate account if you provided the email address to ISSS as your primary email account.
- If you do not receive the SEVP email and are in an approved period of OPT, please contact ISSS.

The SEVP Portal allows F-1 students to monitor their employment authorization and update their address, telephone, and employer information in order to meet regulatory reporting requirements.

- Please review the SEVP Help Hub for additional resources (e.g., user guide, instructional videos).

Reporting Requirements While on OPT
While authorized for OPT, you are still in F-1 status. Immigration regulations require you to report certain changes including changes in employment status, employer, address, name, citizenship, contact information, within 10 days of the change. Please review the OPT Reporting Requirements handout for additional information.

Travel with a Pending OPT Application
ISSS does not recommend traveling while the I-765 application is pending. For additional information about travel, review the ICE Travel FAQ and p. 2 of the OPT Reporting Requirements handout.