OPT Mailing Instructions

Application deadline: USCIS must receive your application within 60 days of the completion date found on page 1, item #5 of your OPT I-20, or within 30 days of the I-20 issuance date in item #10, whichever comes first.

Keep your receipt notice: USCIS will mail a receipt notice to the address on the I-765, usually 2-3 weeks after receiving the application. You can 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 card is mailed to a personal address, submit a copy of your EAD card to the Registrar’s Office at registrar@austincollege.edu. The Registrar will verify that the dates in the EAD card and the dates in SEVIS match. If the dates do not match, the Registrar will request a correction on your behalf. Although the dates not matching is not frequent, when that happens it impacts future benefits such as OPT Reporting, Cap Gap Extension and STEM Extension requests.

A. Assemble your OPT application. Collect the documents listed and put them in the order listed. It is recommended that you make a copy of your complete application.

- Form G-1145 (Optional). Authorizes USCIS to send you application processing updates via email/text. If this is desired, paperclip completed form on top of application packet.
- Original Form I-765
- 2 U.S. size passport photos. Lightly write name and I-94 number on back of each photo. Attach photos to top, left corner of Form I-765 (a plastic bag is supplied for your convenience).
- $380 check or money order. Make payable to “Department of Homeland Security,” write I-94 number at top. Staple check midway down the left edge of Form I-765.
- Copy of OPT I-20. Pages 1 and 3. I-20 must be less than 30 days old, signed by you and the Registrar.
- Copy of passport ID page. Showing picture and expiration date.
- Copy of I-94. Front and back or electronic I-94 print out
- Copy of F-1 visa. Most recently issued visa, valid or expired
- CPT printout. Provided by the Registrar
- Copies of any former OPT EADs

B. Mail your application. Please do not attempt to deliver personally.

<table>
<thead>
<tr>
<th>If the address you put on the I-765 is in Texas or: AL, AR, CT, DE, DC, FL, GA, KY, LA, ME, MD, MA, MS, NH, NJ, NM, NY, NC, PA, PR, RI, SC, OK, TN, VT, VA, WV</th>
<th>If the address you put on the I-765 is in: AK, AZ, CA, CO, HI, ID, IL, IN, IA, KS, MI, MN, MO, MT, NE, NV, ND, OH, OR, SD, UT, WA, WI, WY</th>
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</thead>
<tbody>
<tr>
<td>U.S. Postal Service</td>
<td>Express mail or courier</td>
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<tr>
<td>USCIS</td>
<td>P.O. Box 660867 Dallas, TX 75266</td>
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Sherman Post Office 2920 N Us Highway 75, Sherman, TX 75090 | Phone: (903) 892-1847
Hours of Operation: Mon-Fri 8:00am-6:30pm Sat-Sun closed

Sherman Post Office 701 E Peyton St, Sherman, TX 75090 | Phone: (903) 892-9234
Hours of Operation: Mon-Fri 8:30am-5:00pm Sat 10:00am-12:00pm Sun closed

Information for Other Postal Locations: https://www.usps.com/