OPT APPLICATION MAILING INSTRUCTIONS

Important Information:
- Attached to this sheet is your Optional Practical Training (OPT) Requested I-20. United States Citizenship and Immigration Services (USCIS) must receive your OPT application within 20 days of your OPT Requested I-20 print date (to account for OIP processing time), otherwise, your OPT will be denied.
- Please make photocopies of all these documents for your records before mailing.
- Keep your OPT Request Form, original I-20, and this instruction sheet with you. Do not send them to USCIS.
- If you change your mind and decide not to proceed with your OPT application, you must inform OIP.

STEP 1: Prepare Your OPT Application

Required:
- Completed and signed Form I-765.
  - Use the OPT I-765 instruction sheet on our website for reference: oip.sfsu.edu/f1/current/employment/opt
- Two U.S. Passport-Style Photos:
  - Write your full name and I-94 number gently at back of your photos and place the photos in a small envelope. Your application will be denied if you fail to submit photos.
- Filing Fee $410:
  - Click on the link for the USCIS Payment Options: www.uscis.gov/forms/paying-uscis-fees. Follow the instructions carefully. Your application will be rejected/returned if you fail to submit payment correctly.
- Photocopies of the I-20:
  - Make photocopies of your new I-20 first. Sign and date under the “Student Attestation” section at the bottom of page 1 with a blue ink pen of the copy and the original I-20. Keep the Original I-20.
- Most Recent I-94:
  - Print from www.cbp.gov/i94 OR provide copies of both the front and back sides of your I-94 card.
- Photocopy of your passport:
  - The photocopy must include name, current expiration date, and your photo

Recommended (optional):
- Form G-1145, E-Notification of Application/Petition Acceptance. Click on the link: www.uscis.gov/g-1145

Additional Documents (if applicable):
- Photocopies of the I-20(s) with Curricular Practical Training (CPT) authorization
- Photocopies of your previous Employment Authorization Document (EAD)

STEP 2: Mail Your OPT Application to USCIS

If your address indicated on the I-765 is in California, mail the above documents to:

<table>
<thead>
<tr>
<th>For U.S. Postal Service:</th>
<th>Private Courier (FedEx, DHL or UPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS, PO Box 21281</td>
<td>USCIS, Attn: AOS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E. Skyharbor Circle S, Suite 100</td>
</tr>
<tr>
<td>(If you choose this option, OIP recommends that you send your application by Priority Mail - additional fee will apply)</td>
<td>Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>

If your address is outside California, visit www.uscis.gov/i-765-addresses for the appropriate USCIS lockbox (address) to send your OPT application.

STEP 3: Follow Up with Your OPT Application

USCIS will mail Form I-797C Notice of Action to you after they received your OPT application. Your receipt number is printed on this I-797C. You can check the status of your OPT application by entering your receipt number under “Check your case status” at www.uscis.gov.

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