12 Month Post-Completion OPT Application & Mailing Instructions

A. Verify the information on your OPT I-20. If any of the following is incorrect, obtain a corrected I-20 before mailing.

- **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 completing two degrees simultaneously, the second degree should be listed in the remarks on page 1 of your I-20.
- **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, notify ISSO before this date to avoid a violation of your F-1 status.
- **Length of requested period of OPT.** The OPT start and date on page 2 of your I-20 should reflect the dates you requested for your OPT period.

B. Assemble your OPT application. Collect the documents listed and put them in the order listed. You can request the ISSO to review your application before sending. A review of your OPT packet does not guarantee that it is error-free, but will identify many common errors. 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. Paperclip completed form on top of application packet.
- **Original Form I-765.** If you use the UT Dallas mailing address on the I-765, the ISSO will notify you as soon as possible regarding the receipt of your OPT application related mail. However, please note that there may be delays. If your application is time sensitive, use a personal mailing address.
- **2 U.S. size passport photos, taken within last 6 months. No Glasses Allowed.** 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). See [https://travel.state.gov/content/passports/en/passports/photos/photos.html](https://travel.state.gov/content/passports/en/passports/photos/photos.html) for more requirements.
- **$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. Effective Dec. 23, 2016 the fee will increase to **$410**. Applications and petitions postmarked or filed on or after Dec. 23, 2016, must include these new fees or USCIS will reject your submission.
- **Copy of OPT I-20.** Pages 1 and 2. I-20 must be less than 30 days old or your application may be denied. Signed by you and an ISSO advisor.
- **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 or [I-797 F-1 approval notice](https://tools.usps.com/go/POLocatorAction_input). You can request a copy from the USISSO.
- **CPT printout.** Provided by ISSO with the OPT I-20.
- **Copies of any former OPT EADs.**

C. Mail your application as soon as possible. Please 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 I-20 issuance date. Applications received after these deadlines may be denied.

<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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<tbody>
<tr>
<td><strong>U.S. Postal Service</strong></td>
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<tr>
<td>USCIS</td>
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<tr>
<td>P.O. Box 660867</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy 121</td>
</tr>
<tr>
<td>Express mail or courier</td>
<td>Bus Ste 400</td>
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<td></td>
<td>Lewisville, TX 75067</td>
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<tr>
<td><strong>U.S. Postal Service</strong></td>
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<td>USCIS</td>
<td>Attn: AOS</td>
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<tr>
<td>P.O. Box 21281</td>
<td>1820 E. Skyharbor Circle</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>S, Ste 100</td>
</tr>
<tr>
<td>Express mail or courier</td>
<td>Phoenix, AZ 85034</td>
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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](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 ISSO at [ISSODocuments@utdallas.edu](mailto:ISSODocuments@utdallas.edu).
D. Maintain your status while on OPT.

**OPT Reporting Requirements**

Note: Contact an ISSO Advisor as soon as possible if you find that you will not complete your program requirements prior to the program completion date.

- **Within the first 10 days of OPT**, submit an OPT Reporting Form to ISSO to notify USCIS of your current address and employment status.
- **After the initial report, report any change within 10 business days** of the change to avoid situations where a DHS official may determine you are out of status.
- **When you report changes in employment, ISSO will issue a new OPT I-20** to you which will reflect this information. Verify that the employment information is correct.
- You have up to 90 days of unemployment while on Post-Completion OPT. Each day (including weekends) during the period when OPT authorization begins and ends that you do not have qualifying employment counts as a day of unemployment. OPT authorization begins on the employment start date shown on the student's EAD.
- To avoid violating your immigration status, prior to reaching the 90-day limit on authorized unemployment during OPT you should prepare to transfer to another SEVP-certified school, change education level, depart the United States, or take action to otherwise maintain status in the United States.
- You may be denied future immigration benefits that rely on your valid F-1 status if DHS determines that you exceeded the limitations on unemployment. Additionally, DHS may terminate your F-1 student record if it does not show that you maintained the proper period of employment.

**Employment**

- **Keep records of all OPT employment.**
- **Work at least 20 hours per week in a qualifying position to be considered employed.**
- Each day (including weekends) during the period when OPT authorization begins and ends that you do not have qualifying employment counts as a day of unemployment. OPT authorization begins on the employment start date shown on your EAD. Individuals on post-completion OPT may have up to 90 days of unemployment.
- All OPT employment, including post-completion OPT, must be in a job that is related to your degree program. These include:
  - **Multiple employers.** You may work for more than one employer, but all employment must be related to your degree program.
  - **Short-term multiple employers (performing artists).** A musician or other type of performing artist, may work for multiple short term employers (gigs). Maintain a list of all gigs, the dates and duration.
  - **Work for hire.** This is also commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, you must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company.
  - **Self-employed business owner.** You may start a business and be self-employed. You must be able to prove that you have the proper business licenses and are actively engaged in a business related to the student's degree program.
  - **Employment through an agency or consulting firm.** You must be able to provide evidence showing he or she worked an average of at least 20 hours per week while employed by the agency.
  - **Paid employment.** You may work part time (at least 20 hours per week when on post-completion OPT) or full time.
  - **Unpaid employment.** You may work as a volunteer or unpaid intern, where this practice does not violate any labor laws. The work must be at least 20 hours per week. You must be able to provide evidence acquired from your employer to verify that you worked at least 20 hours per week during the period of employment.

**24 Month OPT STEM Extension**

- If you are eligible for the 24-Month OPT Extension, see the UTD ISSO website for more information on how and when to apply.