This handout is for your reference

Remove before photocopying I-20

**POST-COMPLETION OPT REMINDERS & COMMON MISTAKES**

**Once you receive the new I-20, you should:**

* Check the I-20 date by looking under the “School Attestation” section on the front of your I-20. You MUST send the application to USCIS within 30 days from this date
* Check the OPT dates on page 2 (Look for “Post-Completion OPT” under “Employment Authorizations”)
* Sign and date your I-20 (“Student Attestation”)

**Common Mistakes when mailing OPT Documents!**

* USCIS **must** receive the OPT application within 30 days of the OPT recommendation by the OGS (date I-20 issued)
* USCIS will only accept an OPT request that is received no more than 90 days before and no later than 60 days after your program end date on your I-20
* If the application is not received by USCIS within the appropriate timelines, the OPT request will be denied
* If your application is returned to you for any reason (i.e rejected), consult with an OGS Advisor as your OPT application may not be considered “received”

**Check that you have the following documents required by USCIS:**

1. [G-1145](http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf) (original) – optional
2. [I-765](http://www.uscis.gov/sites/default/files/files/form/i-765.pdf) (original) – Use the newest version (7 pages)
3. Copy of new I-20 **with OPT recommendation on page 2**
4. Copies of all previous I-20s
5. Copy of identity pages in passport (including all correction/extension pages) and most recent port-of-entry stamp
6. Copy of most current F-1 student visa stamp or change of status approval notice
7. Copy of I-94
8. Copy of the front and back of previous EAD card (if applicable)
9. Check/money order/bank check for **$410** made payable to the U.S. Department of Homeland Security or pay with credit card using Form G-1450.
10. Two passport photos with white background; print name and SEVIS ID# on back of each photo
11. Copy of transcript – highly recommended, though not required

**Mail All Documents to one of the following addresses** (see <http://www.uscis.gov/i-765-addresses>):

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| F-1 Optional Practical Training (OPT)**NOTE**: Do not write (c)(3)(i) as your category on your application. Use one of the following categories instead:* (c)(3)(A), Pre-completion OPT
* (c)(3)(B), Post-completion OPT
* (c)(3)(C), 24-month extension for an F-1 student who has received a degree in science, technology, engineering, or mathematics (STEM) that appears on the STEM designated Degree Program List published on the [SEVP website](https://www.ice.gov/sevis/students)
 | USCIS Chicago Lockbox**U.S. Postal Service (USPS):**USCISPO Box 805373Chicago, IL 60680**FedEx, UPS, and DHL deliveries:**USCISAttn: I-765 C03131 South Dearborn - 3rd FloorChicago, IL 60603-5517 |