

How to apply for Post-Completion OPT

- 1) Read through the PPT for OPT listed on the ISSS website
- 2) Submit a form to the ISSS office and wait to hear from an advisor when your I-20's authorized for post-completion OPT are ready
 - a. The start date of post completion OPT for December graduation (December 12, 2016) must fall in your 60 day grace period 12/13/2016 – 2/10/2017 (you may select any date in this range)
 - b. You can apply to post completion OPT no earlier than 90 days before your completion date – so Tuesday September 13, 2016 is the earliest date the ISSS can issue your I-20's for post completion OPT.
- 3) Receive and sign your I-20's from ISSS and assemble your application to USCIS* and send by US Mail to:
USCIS
PO Box 660867
Dallas, TX 75266

What should be sent in your envelope once you make a photocopy of all documents and retain for your records:

1. I-765 (completed and signed)
2. Check for \$380 to the Department of Homeland Security, make sure check is signed, dated, and written correctly (an advisor can review if you have doubts)
3. Two passport size photos on white background taken in the last 6 months
4. Signed and updated I-20 showing OPT information on page 3
5. Photocopy of passport
6. Photocopy of F1 visa
7. Electronic I-94 printout OR photocopy of I-94 card

PLEASE NOTE *Use the PO Box address above for regular US Postal Service Mail only. If you plan to use FedEx you will send it to:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

*****The address you put on the I-765 form #3 is where your card will be sent. Plan to be at this address, otherwise, write an address you will have access to for at least 4 months.**

- 4) Wait 2-3 weeks for your USCIS receipt notice (form I-797C) and upon receipt, ensure that your name is spelled correctly, your date of birth is accurate and the receipt number SRC for tracking works on the USCIS website <https://egov.uscis.gov/cris/Dashboard/CaseStatus.do>
 - a. It is your responsibility to contact the Customer Service number if any information is incorrect.
- 5) Once you receive your EAD card please email a scanned copy to iss@uah.edu and begin reporting your employment information via the SEVIS update form the OIE website.
 - a. http://www.uah.edu/images/administrative/oie/iss/Forms/SEVIS_INFORMATION_UPDATE_FORM.pdf
 - b. Per immigration regulations, detailed information about employment must be reported once the start date on your card begins: employment (or unemployment), living address, any change of status.
 - c. If you have questions about the 90 day unemployment rule please visit our website
 - i. http://www.uah.edu/images/administrative/oie/iss/Forms/OPT_%20Reporting_Requirements_FAQ.pdf

Thank you, please see an advisor during walk-in hours or email iss@uah.edu with questions