

## 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 Summer completion (August 5, 2021) must fall in your 60 day grace period 08/06/2021 to 10/05/2021 (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 May 6, 2021 = 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  
(Note: keep a copy of each part of application for your file and do certified mail so you can see the date it gets to USCIS – probably one or two dollars at the US Post Office for this service)

### 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)  
**ENSURE YOU USE THE CORRECT I-765 the older versions of the form will not be accepted – go to the USCIS I-765 form online – be careful of old forms circulating the internet**
2. Check for \$410 to the Department of Homeland Security, make sure check is signed, dated, and written correctly
3. Two passport size photos on white background taken in the last 6 months (name and DOB on back)
4. Signed and updated I-20 showing OPT information on page 3 (you must send it within 30 days of the date we print the I-20's) (you keep one copy for you and send the other original to USCIS after you sign)
5. Photocopy of passport photo page
6. Photocopy of F1 visa
7. Electronic I-94 printout (most recent) 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. \*\*\***

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](mailto: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](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](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](mailto:iss@uah.edu) with questions