

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 completion (December 6, 2018) must fall in your 60-day grace period 12/07/2018 – 02/04/2019 (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 September 7, 2018 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)
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 –if USCIS receives it after 30 days your OPT will be denied**)
(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
8. OPTIONAL G-1145, E-Notification of Application/Petition Acceptance <https://www.uscis.gov/g-1145>
(if you want a text message when USCIS receives your application)

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