

## 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 August completion (August 3, 2018) must fall in your 60-day grace period 08/04/2018 – 10/02/2018 (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 5, 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

**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](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**