**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
	1. The start date of post completion OPT for May completion (May 6, 2018) must fall in your 60 day grace period 05/07/2018 – 07/05/2018 (you may select any date in this range)
	2. You can apply to post completion OPT no earlier than 90 days before your completion date – so February 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 (competed 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) (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.**

1. 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>
	1. It is your responsibility to contact the Customer Service number if any information is incorrect.
2. Once you receive your EAD card please email a scanned copy to isss@uah.edu and begin reporting your employment information via the SEVIS update form the OIE website.
	1. <http://www.uah.edu/images/administrative/oie/isss/Forms/SEVIS_INFORMATION_UPDATE_FORM.pdf>
	2. 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.
	3. If you have questions about the 90 day unemployment rule please visit our website
		1. <http://www.uah.edu/images/administrative/oie/isss/Forms/OPT_%20Reporting_Requirements_FAQ.pdf>

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