

## 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 10, 2017) must fall in your 60 day grace period 12/11/2017 – 02/07/2018 (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 September 11, 2017 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) (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**