**F-1 OPT Application Checklist**

Students applying for Optional Practical Training (OPT) should use this list when preparing their application.

**Step 1:** Review the [OPT Guide](#) on the ISSO website.

**Step 2:** Take the [Eligibility Quiz](#).

**Step 3:** Submit the [E-Form Application](#) and upload documents including:
- I-94
- Completed I-765

**Step 4:** Request you submitted is sent to your Academic Advisor for approval.

**Step 5:** Upon approval by your Academic Advisor, the ISSO will be notified of your completed OPT application.

**Step 6:** Receive an email from ISSO to pick up your new OPT I-20 within approximately 10 business days after approval by your Academic Advisor.

**Step 7:** Assemble your paper OPT application in this order:
- 2 standard (2” x 2”) passport sized photos (with your name and date of birth written lightly in pencil on the back of the photos. Photos must be less than 30 days old) and check or money order (payable to “US Department of Homeland Security” in the amount of $410. These two items should be clipped to the I-765
- Form G-1145 Optional request for e-notification
- Original signed Form I-765
- Photocopy of new OPT endorsed form I-20 (DO NOT MAIL THE ORIGINAL)
- Photocopies of all previous form I-20s (from newest to oldest)
- Copy of I-94
- Copy of F-1 Visa Stamp
- Copy of Passport photo page
- Photocopy of any previously issued Employment Authorization Documents (prior OPT cards) if applicable.

**Step 8:** Mail entire OPT application to USCIS within 30 days of the date on your new I-20 (the date that your OPT I-20 was printed).

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**USCIS Dallas Lockbox**

**For U.S. Postal Service (USPS):**

USCIS  
P.O. Box 660867  
Dallas, TX 75266

**For FedEx, UPS, and DHL deliveries:**

USCIS  
Attn: NFB AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067