F-1 OPT Application Checklist

REMEMBER: The OPT application must be received by USCIS within 30 days of the date on which Ivanhoe International Center issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.


2. Complete the "SD Mines OPT Request Form" with your major professor/advisor (SDSM&T form at bottom of page). This form is for the Ivanhoe International Center ONLY and is not sent to the USCIS. We cannot continue with your application request until this has been signed.

3. Prepare the OPT application for USCIS, assemble the documents below in order. Do NOT use staples.

4. If you have a job offer, fill out the OPT Reporting Form
   a. Print a copy of your offer letter and add to your OPT application

5. After you have gathered all documents, make an appointment with the Ivanhoe International Center. Request an appointment at: international@sdsmt.edu.

6. Bring all documents and a USB drive to your appointment

**Documents Required for your OPT Application**

☑ Government OPT filing fee (for the fee amount see, I-765 Application Fee)
  - Check or Money Order
    o Make check payable to the U.S. Department of Homeland Security
    o Do not abbreviate!
    o Must be drawn at a financial institution that is physically located in the U.S.
  OR
    - Visa, MasterCard, American Express or Discover
      o Fill out the Form G-1450, Form G-1450, Authorization for Credit Card Transaction (PDF, 260 KB)
      o Put it on top of your application. Before the G-1145.

☑ Two US passport-style photos (taken within the last six (6) months)
  - Photograph instructions: see Required Documentation on Page 20 of Form I-765
  - Do not print your name on the back of the photos

☑ Completed G-1145
  - To receive an e-Notification when your Form I-765 has been accepted, complete Form G-1145.

☑ Completed Form I-765
  - Type (do NOT handwrite) all information on this form
  - Be sure to check off the purpose of the form (i.e. “I am applying for:”)
  - ITEM 21.a. – 21.e.: The I-94 number is on the I-94 printout
    o ITEM 27: For post-completion OPT (i.e. OPT after completing studies), enter “c 3 B”
  - For any boxes that you do not have information or does not apply, type in NA
    o If you cannot type NA in the boxes, handwrite them in black ink
  - Do NOT Staple
  - Sign in black ink
    o Signature should be within the box
- Photocopy of new OPT I-20 and all previous I-20s for current and all past F-1 programs.
  - Include copies of pages 1 and 3 for I-20s issued before 6/27/2015 or pages 1 and 2 for I-20s issued after 6/27/2015.
  - Do NOT send originals!
  - Do NOT staple!

- Photocopy of current I-94 printout (if you have a paper I-94 card, include front & back)
  - Visit https://i94.cbp.dhs.gov/I94/#/home#section to retrieve the printout

- Photocopy of the visa sticker used for last entry into the U.S. (except citizens of Canada & Bermuda)

- Photocopy of passport (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)

- If applicable, photocopy of any previously issued employment authorization documents (e.g. EAD cards)

Final Steps:
1. MAKE APPOINTMENT with Ivanhoe International Center for issuance of OPT I-20
2. If you have a job/job offer, fill out the OPT Reporting Form
3. Make a complete copy of your application for your records.
   a. Ivanhoe International Center can scan a copy of the OPT applications.
   b. All documents should be single-sided. Do NOT use staples
4. Mail completed application to the USCIS office that has jurisdiction over the address listed on your Form I-765 (see below). We STRONGLY recommend using a service that is trackable.

USCIS Mailing Address and Instructions:

<table>
<thead>
<tr>
<th>USCIS Phoenix Lockbox</th>
<th>USCIS Dallas Lockbox</th>
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| Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands. | For U.S. Postal Service (USPS) deliveries:
  USCIS
  PO Box 21281
  Phoenix, AZ 85036 |
| For Express mail and courier deliveries:
  USCIS
  Attn: AOS
  1820 E. Skyharbor Circle S
  Suite 100
  Phoenix, AZ 85034 |

For U.S. Postal Service (USPS) Deliveries:
  USCIS
  PO Box 660867
  Dallas, TX 75266

For Express mail and courier deliveries:
  USCIS
  Attn: AOS
  2501 S. State Hwy. 121 Business
  Suite 400
  Lewisville, TX 75067