REMINDER: 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.

Follow these steps
For more information, go to the OPT instruction page at https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/Optional-Practical-Training/

1. 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.**

2. Prepare and make copies of the Required Documents for the OPT application: see below for required documents and order. **Do NOT use staples. Everything must be one sided!**

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

4. Make an appointment with the Ivanhoe International Center: international@sdsmt.edu

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

**Documents Required for your OPT Application**
All documents must be one sided. Do NOT Staple!

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

**Two US passport-style photos** (taken within the last six (6) months)
- Photos must meet US photograph requirements or they will be rejected and delay processing.
- Do not print your name on the back of the photos

**Completed G-1145 – Do NOT use all CAPS.**
- To receive an e-Notification when your Form I-765 has been accepted, complete Form G-1145.

**Completed Form I-765** – Do NOT use all CAPS
- DOWNLOAD first then 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
  - 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
  - If you cannot type NA in the boxes, handwrite them in black ink
- Do NOT Staple
- Sign in black ink
  - 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.
   - **One sided only! Do NOT double side.**
   - 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](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. If you have a job/job offer, fill out the [OPT Reporting Form](https://www.ois.iit.edu/forms/)
2. MAKE APPOINTMENT with Ivanhoe International Center for issuance of OPT I-20
3. Make a complete copy of your application for your records.
   a. Ivanhoe International Center will scan a copy of the OPT application – **Bring a USB drive.**
   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>For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</th>
<th>For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266</td>
<td>For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</td>
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<tr>
<th>USCIS Dallas Lockbox</th>
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<tr>
<td>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</td>
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