

POST-COMPLETION OPT CHECKLIST (PAPER FILING)

Prepare the following hard-copy documents for submission to USCIS by mail:

- 2 [Passport-Style Photographs](#)**
 - Photos should be taken within the last 6 months to reflect your current appearance.
 - Lightly print your name and I-94 number on the back of each photo in pencil on top of clear tape.
- Filing Fee**
 - Check or money order made out to “U.S. Department of Homeland Security” is preferred. The option to pay by credit card also exists, but is not recommended. Authorize only the exact [required filing fee amount](#) (no biometric fee is required).
- [Form G-1145](#)** for text message and/or email when USCIS accepts your form
- [Form I-765](#)**
 - Reference our [example](#) as a guide for filling out the form correctly.
 - Type or print neatly in black ink; sign this form by hand in black ink (no electronic signatures).
 - Enter N/A or None in all fields that do not apply to you.
 - If you list an address where you do not officially live according to the U.S. Postal Service, put the name of the person who is living there in the “in care of” field.
 - Use “Eligibility Category” (c)(3)(B)
 - Enter all previously used SEVIS numbers, previously authorized CPT or OPT, and other clarifying information about special cases in “Part 6. Additional Information”
- Form I-94**
 - Print electronic record at “[Get Most Recent I-94.](#)”
 - If you have a paper card, include a copy of the front and back.
- Copy of Your Previous EAD**, front and back (if applicable)
- Copy of Passport ID Page**
 - If your passport will expire within 6 months of application, you should renew your passport before filing for OPT. See OIS for more details if this will apply to you.
- Copy of I-20 Issued for OPT from OIS**
 - Sign and keep the original prior to copying.
 - Application must reach USCIS within 30 days of the I-20 issue date and before end of grace period.
- Copy of Visa Stamp Page** (recommended)
- Previous I-20s**, especially employment I-20s or those with different SEVIS ID Numbers (recommended)

Mail all the above documents to the [USCIS Lockbox](#). Click on “Foreign Students” and view the addresses next to the (c)(3)(B) category. The mailing address you use depends on your chosen mailing method.

Keep digital copy of all your documents and request a tracking number or certified mail with a return receipt. If you have not received a paper receipt notice within 1 month of mailing your materials, please contact OIS.

Create a [myUSCIS account](#). You can add the USCIS receipt number for your paper-filed case to your USCIS account to see your current case status and case history online.