USCIS Material Review: OPT Workshop

This session is based on common scenarios, and your answers may be different than the examples provided. This information is provided as a courtesy: It is your responsibility to ensure that your materials are correct and complete.
Arrange your materials in this order:

- 2 passport style photos
- Filing Fee
- Form G-1145
- Form I-765
- Form I-94
- Copy of last EAD (if applicable)
- Copy of Passport ID Page
- **STEM only:** Copy of Diploma or Transcript
- Copy of I-20 issued for OPT
- Copy of F1 Visa Stamp Page (recommended)
- Copies of previous I-20s (recommended)
Passport Style Photos

Use this guide to determine if they are good quality

Must be taken within the last 30 days

Lightly print your name and A-number or I-94 number on the back in pencil or felt pen
☐ **Filing Fee**

Amount is subject to change; always check the most up to date amount at [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

Do **not** include the amount for the biometric services fee

Don’t miss the signature line on the **G-1450** (Sign with black ink)

Write check or money order to “US Department of Homeland Security” Do not abbreviate this
Form G-1145

Find this form at https://www.uscis.gov/g-1145

For text message and/or email when USCIS accepts your form
Form I-765

Find this form at [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

Check your edition date at the bottom and on the website to make sure you are submitting the newest form (the following is based on edition date 12/26/2019)

Typing is recommended, otherwise print neatly in black ink
STEM Majors: ALL students apply for post-completion OPT for the first year of employment. The STEM extension is a separate application submitted 1 year after graduation. Please follow the post-completion instructions if you are applying close to your graduation date.
Reason for applying:
- Post-completion OPT = Initial
- STEM OPT = Renewal
The mailing address you list needs to be valid for at least 3 months; if you are unsure of your living plans, please consider having a trusted friend/family member serve as the recipient for your mail by listing their address and name as “In Care Of Name”.

It is highly recommended that you add your full name to the physical box where the mail will be delivered (including if you will use someone else’s address) to avoid potential undeliverable mail issues with USPS.
If you have filed an I-765 before, you do have an A-number: it is the USCIS # on the EAD card.

Never filed before? Leave it blank.
Your I-94 Number can be found at https://i94.cbp.dhs.gov as the “Get Most Recent I-94”

Does your passport expire within the next 6 months? You’ll need to renew it before applying

The eligibility code FOR ALL STUDENTS applying for their first year of OPT (even if you have a STEM major) is **c3B**. You should not fill out the STEM OPT section at this time.

When you apply for STEM OPT about 1 year after graduation, you will use eligibility code **c3C** and fill in these details. You can handwrite your full major name in if it doesn’t fit

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<table>
<thead>
<tr>
<th>Part 2: Information About You (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Birth</td>
</tr>
<tr>
<td>List the city/town/village, state/province, and country where you were born.</td>
</tr>
<tr>
<td>19a. City/Town/Village of Birth</td>
</tr>
<tr>
<td>The Dam</td>
</tr>
<tr>
<td>19b. State/Province of Birth</td>
</tr>
<tr>
<td>Deseret</td>
</tr>
<tr>
<td>19c. County of Birth</td>
</tr>
<tr>
<td>Beaver Nation</td>
</tr>
<tr>
<td>20. Date of Birth (mm/dd/yyyy)</td>
</tr>
<tr>
<td>10/27/1952</td>
</tr>
</tbody>
</table>

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**STEM applications only**

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The rest of this column can be left blank

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OREGON STATE UNIVERSITY
This is the most common reason for applications to be rejected. Please sign here in **black ink** after you have printed the form. Do not use an electronic signature, and do not use any other color pen.
I-765 Page 5-6 can be left blank
At the very least, you should make sure your name (and A-number if any) appear on this page. You may have to handwrite them. Here are some common items:

- **Previously used SEVIS ID:** N0087654321. See previous I-20(s) as evidence.

- **Post-completion OPT previously authorized from 01/01/2015 to 12/31/2015 for Bachelors. See OPT I-20 and previous EAD as evidence.**

Full-time CPT authorized from 06/25/2018 to 09/07/2018 for Masters. See CPT I-20 as evidence.

For STEM applicants applying based on a PRIOR degree include:
I am STEM eligible based on a previously earned Bachelor's in Computer Science (11.0101) completed on 09/05/2014. See attached transcript, diploma, Bachelor's I-20s, and accreditation/certification evidence.

What else might go on this page?

- Previous passport number if you have not used your most recent passport for travel.

- Previous EAD issued for other reasons.

- Other relevant items as discussed with an International Student Advisor.
Form I-94

Find this at https://i94.cbp.dhs.gov

Use the “Get Most Recent I-94” button

Verify that this matches your last date of entry to the US
❑ Copy of Your Previous EAD

If applicable, include a copy of the front and back

You may not have one if you have never applied for EAD before

❑ Copy of Passport Page

Black and white copy is fine, as long as the image is clear and text is readable

If your passport will expire within 6 months, you need to renew it before filing for OPT; email us if this is an issue
STEM applications only

☐ Copy of Diploma or Transcript

For STEM applications only:

Include a copy of either your diploma or transcript showing your degree level & major
Copy of I-20 issued for OPT

This is a new I-20 issued specifically for purposes of applying for OPT/STEM OPT.

Do not send your application to USCIS without it.

Sign and keep the original prior to copying

Copy both page 1 & 2

For Regular (post-completion) OPT your application must reach USCIS within:

- 30 days of the issue date of this I-20 AND
- before your grace period ends

For STEM OPT, your application must reach USCIS within:

- 60 days of the issue date of this I-20 AND
- before previous EAD card ends
Copy of F1 Visa Stamp Page

Black and white copy is fine, as long as the image is clear and text is readable.

Your F1 visa can be expired as long as you have a valid OPT recommendation I-20.

Copy of previous I-20s

Include as many as you have, you can request unofficial copies through IP Connect if needed.

Most important ones to include are:
- Any employment history (CPT, OPT, other)
- Any differing SEVIS ID numbers
Overview & Checklist

Arrange your materials in this order:

- 2 passport style photos
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- STEM only: Copy of Diploma or Transcript
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Make or keep a copy of everything for your records
USCIS Filing Addresses

There are 2 sets of filing addresses for your application: 1 for Phoenix and 1 for Dallas. Which one you choose depends on the mailing address you listed on your I-765.

There are 2 locations for each address:

- 1 for USPS mail
- 1 for express carriers: UPS, FedEx, DHL

We recommend using certified return receipt or tracking services

https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities
After you are approved, don’t forget to keep us updated!

Everything you need to report can be done through IP Connect:
https://ipconnect.oregonstate.edu

You can also keep our OPT Reporting Requirements webpage bookmarked in your browser

We need:
- EAD
- Employment Information
- Addresses & Contact Info
- Immigration Status Updates
- **STEM only**: 6 month validation reports
USCIS Material Review: OPT Workshop

Questions? Use the following options to contact us:

- Email: ois.student@oregonstate.edu
- Phone: 541-737-6310
- Appointment: https://oisappointment.as.me