

USCIS OPT 12-Month Application Checklist and documents needed:

Please bring these items to the office for us to prepare your new OPT I-20 -

Form G-1145 (<https://www.uscis.gov/g-1145>). Typed, not handwritten

Form I-765 (<https://www.uscis.gov/i-765>) Original and signed

Eligibility Code is: (c)(3)(B)

Copy of Passport with photo page (Valid for at least 6 months from application date)

Printout of I-94 Departure form (<http://i94.cbp.dhs.gov/i94/#/home>)

Two (2) U.S. Style Passport –

- Write your name and I-94 number (lightly) on the back of each photo
- Passport photos must be 2”x”2 (taken recently)

\$410.00 check/Money Order for application fee, payable to US Department of Homeland Security.

- (Write your date of birth and I-94 number on the front of the check in the memo section)
- Check must be a U.S. check drawn on a U.S. bank

If applicable, to be included with your OPT package for mailing:

- Photocopies of all previously issued EAD cards, CPT/Internship I-20s
- And all previously processed OPT I-20s

REPORTING REQUIREMENTS WHILE ON OPT

All students on OPT are required to report any change of the following to OIED (850-599-3295) within 10 days:

- Legal name
- Employer name
- Employer address
- Changes in employment
- Personal contact information

Mailing Address for OPT: **U.S. Postal Service: USCIS**
P. O. Box 660867
Dallas, TX 75266

USCIS OPT STEM Application Checklist and documents needed:

Please bring the items listed to the office for us to prepare your new STEM OPT I-20. (If you are on OPT outside of Tallahassee, FAMU Campus, we will need to send only your OPT I-20 for you to send a copy with your application)

Form G-1145 (<https://www.uscis.gov/g-1145>). Typed, not handwritten

Form I-765 (<https://www.uscis.gov/i-765>) Original and signed, Typed not Handwritten. Needed also is your Employer's name, E-verification ID, Supervisor's name, phone and email

Eligibility Code is: (c)(3)(C). A copy of your STEM degree is required or transcript

Copy of Passport (Bio page valid for at least 6 months from application date)

Printout of I-94 Departure form (<http://i94.cbp.dhs.gov/i94/#/home>)

Two (2) U.S. Style Passport –

- Write your name and I-94 number (lightly with pencil) on the back of each photo
- Passport photos must be 2"x2", (taken recently)

\$410.00 check/Money Order for application fee, payable to US Department of Homeland Security.

- (Write your date of birth and I-94 number on the front of the check in the memo section)
- Check must be a U.S. check drawn on a U.S. bank

If applicable, to be included with your OPT package for mailing:

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And all previously processed OPT I-20s

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- Employer address
- Changes in employment
- Personal contact information

Mailing Address for OPT: U.S. Postal Service:

**USCIS
P. O. Box 660867
Dallas, Texas 75266**

