Mailing Your Application: Final Review Before Mailing

Checklist Review

Put the following items in an 8.5” x 11” envelope and mail them to one of the USCIS addresses noted on this page.

- 2 Passport Photos taken within 30 days (with name and I-94 number written lightly on the back).
- Cashiers check or money order for $380 made payable to: “U.S. Department of Homeland Security.”
- Original Form G-1145
- Original Form I-765.
- Photocopy of OPT I-20 (pages 1 and 3) issued within 30 days. (Don’t forget to sign it !)
- Photocopy of your passport biographical page and F-1 visa stamp.
- Photocopy of paper I-94 card (both sides) or printout of electronic I-94 record.
- Photocopies of OISS I-20s that contain CPT authorization(s).
- Photocopy of previous EAD and corresponding I-20, if applicable.

USCIS Mailing Addresses

for people who live in Illinois*

For Express Mail:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

For Regular or Certified Mail:

USCIS
PO Box 21281
Phoenix, AZ 85036

*If your return address is not in Illinois, speak with your OIIS Advisor.

Do not E-file your OPT application!

e-Notification

To receive an e-mail and/or a text message confirmation that your OPT application has been received by USCIS, complete the G-1145 form and attach it to your application (see page 17 of this tutorial for instructions).

Application Deadline

Don’t delay! Mail your complete application to USCIS as soon as you receive your OPT I-20. The USCIS must receive your application no later than 30 days from the date your OPT was recommended by the OIIS. Please account for mailing time. Questions? Contact your OIIS advisor for more information.