

**Florida Atlantic University (FAU) ~ Division of Student Affairs ~ International Student and Scholar Services**

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Website: <http://www.fau.edu/iss>**F-1 OPTIONAL PRACTICAL TRAINING (OPT) Mailing Instructions**

This hand-out provides information on mailing your OPT application to the USCIS (U. S. Citizenship and Immigration Services). It is the responsibility of the OPT applicant to ensure proper and timely arrival of the OPT application to the USCIS.

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**To assist students in applying for OPT, the ISSS will prepare your I-20, organize the OPT packet, and provide a mailing envelope.**

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**STEP ONE – Order of documents for the OPT application.**

The following is the order in which the documents should be organized and placed into the envelope.

1. Form I-765 with the plastic Ziploc bag containing the photographs attached to top of the form I-765 (do not staple the photographs) and the check attached to the top of the form I-765.
2. Photocopy of the I-20 issued with the OPT recommendation from ISSS.
3. Photocopy of the form I-94 front and back.
4. Photocopy of the appropriate passport pages (biographical, expiry date and visa pages).
5. Photocopies of any previous EAD front and back, if applicable.

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**STEP TWO- Mail the completed application to USCIS.**

All OPT applications must be received by the U.S. Citizenship and Immigration Services (USCIS) Service Center within 30 days of ISSS issuing the I-20 with the OPT recommendation. It is recommended that I-765 be written on the envelope containing the OPT application. Be sure to include a return address on the envelope. It is suggested that you pay extra to have a “return receipt” issued for your mailing so you can track the delivery of the package.

**For U.S. Postal Delivery:**

USCIS Service Center

P.O. Box 660867

Dallas, TX 75266

**For Courier/express deliveries (such as FedEx or UPS):**

USCIS Service Center

Attn: AOS

2501 S. State Hwy, 121 Business

Suite 400

Lewisville, TX 75067

**How to check on the status of the OPT Application?**

Use the postal tracking system number to check via the website as to whether or not the OPT application was delivered. USCIS sends a receipt, usually within 4 to 6 weeks from receiving the OPT application, to the address listed on the form I-765 (which is the FAU – ISSS office address). The ISSS office will notify the student by phone when the USCIS receipt arrives so it can be picked up. The receipt will have a Case Status number located at the top. You can enter the number in the Case Status online checking system to see the status of your OPT application, <https://egov.uscis.gov/cris/jsps/index.jsp>.