OPT Application Checklist

- Completed I-765 Form, preferably typed, printed, and signed with pen
- All previously issued I-20’s and I-20 with OPT recommendation
- Passport
- Visa
- I-94 (downloaded from https://i94.cbp.dhs.gov/I94/#/home)
- $550.00 fee, check or money order payable to the U.S. Department of Homeland Security (DO NOT abbreviate the name). They will NOT accept cash.
- Two (2) full-frontal passport/visa photos (2 inch by 2 inch square). Do not use the same photo as your passport or visa photo as these could be rejected. Ideally the Photo should be less than 30 days old. (glossy photo paper) Full name & I-94 number on back with pencil or pen (non-gel pen)

RECOMMENDED
- G1145: tracking document (email/text message notification of your application’s arrival at USCIS). This is the first document in the package.

Send the completed application to:

**U.S. Postal Service (USPS):**

USCIS
PO Box 805373
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:**

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517