

How to apply for Post-Completion OPT

1. Submit an OPT Application Cover/Post Completion Form (“Post Completion Form”) and the I-765 Application to the Office of Student Affairs. You will be informed when your I-20s authorized for post completion OPT are ready.
 - a. The start date of post completion OPT for fall/spring completion must fall in your 60-day grace period (e.g. if your fall completion date is December 16, 2019, then you may select any date in the following range of December 17th through February 13, 2020).
 - b. You can apply to post completion OPT no earlier than 90 days before your completion date and is the earliest that your I-20s for post completion OPT can be issued.
2. Receive and sign your I-20s from the Office of Student Affairs and assemble your application to United States Citizenship and Immigration Services (“USCIS”) and send by US Mail to:
USCIS
PO Box 660867
Dallas, TX 75266
Note: keep a copy of each part of the application for your file and send the application via certified mail so you can see the date it gets to USCIS (the cost is generally around \$5.00 or \$6.00 dollars at the US Post Office for this service).

What should be sent in your envelope once you make a photocopy of all documents and retain for your records:

1. I-765 (completed and signed (note, you should send ALL pages of I-765 and you should sign it with pen, not electronic signature – you can type the form, but make sure you sign it).
2. Check for \$410 to the Department of Homeland Security, make sure check is signed, dated, and written correctly.
3. Two passport-size photos on white background taken in the last 6 months (name and DOB on back).
4. Signed and updated I-20 showing OPT information on page 3 (you must send it within 30 days of the date we print the (I-20s) (you keep one copy for you and send the other original to USCIS after you sign).
*****THE POST OPT APPLICATION WILL BE DENIED IF USCIS RECEIVES IT AFTER IT’S BEEN 30 DAYS SINCE THE I-20 WAS PRINTED WITH POST OPT ENDORSMENT FROM THE SCHOOL*****
5. Photocopy of passport photo page
6. Photocopy of F1 visa
7. Electronic I-94 printout (most recent) OR photocopy of I-94 card

PLEASE NOTE *Use the PO Box address above for regular US Postal Service Mail only. If you plan to use FedEx, you will send it to:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

*****The address you put on the I-765 form #3 is where your card will be sent. Plan to be at this address, otherwise, write an address you will have access to for at least 4 – 5 months.**

3. Wait 2 – 3 weeks for your USCIS receipt notice (form I-797-C) and upon receipt, ensure that your name is spelled correctly, your date of birth is accurate and the receipt number SRC for tracking works on the USCIS website <https://egov.uscis.gov/cris/Dashboard/CaseStatus.do>.
 - a. It is your responsibility to contact the Customer Service number if any information is incorrect.
4. Once you receive your EAD card, please deliver a copy to the Office of Student Affairs, 205 Patton Hall, and begin reporting your employment information via the SEVIS update form on the OIE Website.
 - a. Per immigration regulations, detailed information about employment must be reported once the start date on your card begins: employment (or unemployment), living address, any change of status.
 - b. During post-completion OPT, F-1 maintenance of status is dependent upon employment. The clock for unemployment begins the effective date of the new OPT law (April 8, 2008).
 - While authorized for 12 months of Post-completion OPT, you cannot accrue an aggregate of more than 90 days of unemployment.
 - Students granted a 17-month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total 20 month OPT period.

Please visit the Office of Student Affairs, 205 Patton Hall, should you have questions.