BOSTON UNIVERSITY

Assembly and Mailing Instructions for Post-Completion OPT
(F-1 Students)

International Students & Scholars Office ♦ *888 Commonwealth Avenue, Second Floor* ♦ *Boston, Massachusetts* ♦ *02215*
Telephone: 617/353-3565 ♦ *isso@bu.edu* ♦ *www.bu.edu/isso* ♦ *Facsimile: 617/358-1170*

APPLICATION TIPS

- Use single sided copies
- Do not staple your documents
- Review all application materials once before submission
- Keep a copy of your application for your own records
- Request tracking when you ship your OPT application to USCIS and keep proof of the delivery
- If you receive a Rejection Notice, Denial Notice, or Request for Evidence, contact the ISSO immediately

APPLICATION WINDOW

Your application may arrive to USCIS:
- No more than **90 days before** your program end date
- No more than **60 days after** your program end date
- No more than **30 days after** your OPT recommendation in SEVIS

Applications that arrive to USCIS outside this window will be rejected or denied.

ASSEMBLE YOUR APPLICATION

Prepare your documents for mailing by assembling all the required materials in the recommended order below.
Paper clip all materials together at the top.

☐ Personal Check or Money Order for $410.00, payable to "U.S. Department of Homeland Security."
☐ 2 recent passport pictures in an envelope – label the back of your photos with your full name
☐ **Original** Form G-1145
☐ **Original** Form I-765 – Signed and dated. Electronic signatures are *not* accepted.
☐ **Copy** of most recent I-20 with OPT recommendation
☐ **Copy** of any previously issued Employment Authorization Document (EAD) if applicable
☐ **Copy** of documentation verifying current U.S. immigration status and immigration history:
   o I-94 print out or copy of I-94 card
   o **Copy** of most recent U.S. Port of Entry stamp
   o **Copy** of most recently issued F-1 visa
   o **Copy** of passport biographical page (and expiration page if separate)
   o **Copy** of <u>all</u> past I-20s issued, page one and travel signature page

DO NOT SUBMIT: ISSO OPT Acknowledgement Form, $100 ISSO OPT Processing Fee Receipt, and Proof of Graduation (unless instructed to do so by ISSO advisor)

MAILING YOUR APPLICATION

Mailing addresses for I-765 can change without notice.
Verify the address before mailing on the USCIS website: https://www.uscis.gov/i-765

If you live in…	Mail your application to:
On January 8, 2021, USCIS adjusted the filing location for foreign students filing I-765s. All I-765s for Optional Practical Training (OPT) are now sent to the same address regardless of where in the United States you are living.	USCIS Chicago Lockbox **For U.S. Postal Service (USPS):** USCIS P.O. Box 805373 Chicago, IL 60680 **For FedEx, UPS, and DHL deliveries:** USCIS Attn: I-765 C03 131 South Dearborn – 3rd Floor Chicago, IL 60603-5517