DO NOT LOSE YOUR OPT EMPLOYMENT ELIGIBILITY

The USCIS may reject I-765 applications for any of these reasons:

- I-765 form not signed
- Improper or missing payment
- I-20 not signed by student and/or DSO

The USCIS has accepted applications for processing and then 90 days later denied I-765 applications if the following occurs:

- Received more than 60 days after reported completion date on I-20
- Received more than 30 days after school or student signature date on I-20

Do not send materials that are out of date.

DOUBLE-CHECK SIGNATURES AND DATES

- Your I-765 should be sent no later than 20 days after I-20 issuance date.
- Your I-765 should be sent no later than 50 days after the completion date on your I-20.
- Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to submit with your application.

If you receive your materials back from USCIS, do not resend.

Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to resubmit with your application.

If you will not complete your studies by the end date on your I-20

Contact ISSC immediately (before your end date) for important advisement.

When you have properly filed your application for an Employment Authorization Document (EAD Card), you will receive a Notice of Action from the USCIS with a case number. You can use this case number to track your case online and submit a case inquiry at uscis.gov.

MAINTAINING STATUS WHILE ON POST-OPT

- Create SEVP Portal (SEVP will send an e-mail with instructions)
- Report changes in employment status, phone number, and/or residential address through the SEVP Portal within 10 days of the change.
- If you are still an active student at ASU, you must also report any address changes through My ASU
- Do not exceed the 90 day period of cumulative unemployment
- After completing OPT, you will have 60 day grace period
- If you do not complete your OPT period, contact ISSC@asu.edu

Travel signatures are only valid on your I-20 for six months while on OPT.

MAILING YOUR I-765 FORM

Using a large mailing envelope, write “I-765” on the lower left corner and write your return address on the top left corner.

Send it via regular mail to:

USCIS
PO Box 21291
Phoenix, AZ 85036

SUBMITTING THE I-765 APPLICATION FOR POST-OPT EMPLOYMENT AUTHORIZATION

Make copies of all documents you are sending to USCIS and keep them for future reference.

Payment of $410 using ONE of the following methods:

- G-1450 form (uscis.gov/g-1450), if paying by credit card, or
- check (do not close your checking account), cashier's check, or money order payable to "U.S. Department of Homeland Security". Write your name and I-94 somewhere on the check or money order.

G-1145: Fill out and submit the G-1145 to receive email notification of application acceptance. Download the G-1145 form and instructions online at uscis.gov/G-1145.

I-765: Fill out and submit the I-765 form following the instructions on the back of this page. Download the I-765 form and instructions online at uscis.gov/I-765.

Copy of signed OPT I-20: Make sure you have signed and dated the I-20 on page 1, under Student Attestation. Use single sided copies.

Copy of paper I-94 or electronic record retrieved from https://i94.cbp.dhs.gov.

Copies of any prior EAD cards: Front and back, if applicable.

Copy of passport biographical pages: Name, photo, expiration.

Two passport style photographs (2" x 2"):

- Taken within the past 30 days.
- Using light pressure and pencil, write name and I-94 number on the back of both.
- Seal pictures in a small envelope with your name and I-94 number on the envelope.

Arrange the documents in the order specified in the Post-OPT Completion Document Checklist (clip them all together - NO STAPLES).

If your U.S. mailing address on the I-765 form is not an Arizona address or if you will be sending by overnight or courier deliveries, please refer to uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities for the proper address for the designated lockbox facility.

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