



Documents to be Included in Your OPT Application Packet

- 1) Form G-1145, E-Notification of Application/Petition Acceptance (optional)
- 2) Form I-765 (original)
- 3) Check, Money Order or Bank Check for \$380 made payable to the Dept. of Homeland Security
- 4) Photocopy of new I-20 with the OPT recommendation— be sure to sign and date the new I-20 first
- 5) Photocopy of **ALL** previous I-20s (1st and 3rd pages)
- 6) Photocopy of your last Employment Authorization Card (front and back), if applicable
- 7) Photocopy of identity pages of your passport, including correction and extension pages
- 8) Photocopy of your most recent F-1 visa stamp; if you do not have an F-1 visa stamp due to change of status, you must send in your approval notice from USCIS
- 9) Photocopy of your I-94 card(front and back)
- 10) Two passport photos (white background)—print your name and SEVIS ID# on the back of each photo

Once you have all documents compiled, you should send it to the following address:

If sending your packet through USPS, it is recommended that you mail it by Certified Return Receipt Requested.

Contact Information: s.mccormick@neu.edu or 617-373-2310

If you are living outside of Massachusetts, please see the reverse side of this information sheet.

USCIS Phoenix or Dallas Lockboxes

If you live in:

Alaska, Arizona, California,
Colorado, Guam, Hawaii, Idaho,
Illinois, Indiana, Iowa, Kansas,
Michigan, Minnesota, Missouri,
Montana, Nebraska, Nevada,
North Dakota, Ohio, Oregon,
South Dakota, Utah, Washington,
Wisconsin, Wyoming, or Commonwealth
of the Northern Mariana Islands

File your application at:

USCIS Phoenix Lockbox

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

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For Express mail and courier service
deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

Alabama, Arkansas, Connecticut,
Delaware, District of Columbia,
Florida, Georgia, Kentucky,
Louisiana, Maine, Maryland,
Massachusetts, Mississippi,
New Hampshire, New Jersey,
New Mexico, New York, North Carolina,
Pennsylvania, Puerto Rico, Rhode Island,
South Carolina, Oklahoma, Tennessee,
Texas, Vermont, Virginia,
U.S. Virgin Islands or West Virginia

USCIS Dallas Lockbox

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

USCIS
P.O. Box 660867
Dallas, TX 75266

For Express mail and courier service
deliveries:

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