Approximately 1500 words
APPLYING FOR PRE-COMPLETION OPT

Step 1 – Review this guide and then make an appointment with the OGS advisor

Step 2 – Submit the Pre-OPT I-20 request eform
The student must upload the following documents on the eform.
- Verification for Pre-completion OPT Application (for graduate students only)
- Copy of identity pages of passport, including any correction and extension pages
- Copy of your I-94
- Copy of your ALL Employment Authorization Card, if applicable

Step 3 – Mail the Application to USCIS
After receiving the updated I-20 with Pre-completion OPT, mail the following documents to USCIS:

1. Original Form I-765
2. Original Form G-1145
3. Copy of new I-20 with the OPT recommendation
4. Copy of ALL previous I-20s
5. Copy of identity pages of your passport, including correction and extension pages
6. Copy 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
7. Copy of your I-94
8. Copy of your last Employment Authorization Card (front and back), if applicable
10. Two passport photos with white background (lightly print name and SEVIS ID # on back of each photo; passport photo MUST be less than 30 days old)

If you use Massachusetts address or any address in the other New England states on your I-765 form, send your application to the address below.

Make sure to mail your OPT packet through certified mail which includes a tracking number and guaranteed delivery date.

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

Students who live in other states should refer to pages 7 and 8 of Direct Filing Address for Form I-765, Application for Employment, for the appropriate address to use for filing your Pre-OPT application.
Guide to Pre-Completion
Optional Practical Training (OPT)

Processing of the OPT Application by USCIS
After the student has mailed the OPT application to USCIS, he or she will receive a confirmation of receipt, Form I-797. This confirmation notification contains a case number assigned by USCIS so that the application status can be tracked online.

Instructions for Completing Form I-765
The numbers below correspond to the numbered items on Form I-765. This form may be downloaded from www.uscis.gov. Please read the instructions for each item and write the information on the form, printing clearly and legibly or you may type the form online and print it.

1. **Name:** Please print clearly or type your family name in capital letters, followed by the first or given and middle name(s) if any. Please write your name as it appears in your passport.
2. **Other names:** You may fill this out if you use other names on official documents or if you have a maiden name (name used prior to marriage, usually applies to women who have married).
3. **Address:** The address you enter here should be the address to which correspondence can be sent for the next 3-4 months during the OPT application period.
   If you are using someone else’s address, (e.g. a friend’s), put “c/o ... (person’s name). For example: c/o John Smith – “care of John Smith”. The post office ill not deliver government mail if the name of the person on the mail is not on the post box as well.
4. **Citizenship:** The country of citizenship should match what appears on the applicant’s I-20.
5. **Place of Birth:** Enter the city, state and country in which the applicant was born.
6. **Date of Birth:** Enter the numerical date of birth as month, day, and year (4 digit) e.g., June 29, 1988 should be entered as 06/29/1988.
7. **Gender:** Check the appropriate box.
8. **Marital status:** Check the appropriate box.
9. **Social Security Number:** Please leave this item blank if you have not yet received a Social Security Number.
10. **I-94 Number:** Enter the 11-digit I-94 number, which can be found on the electronic I-94. It is called “Admission (I-94) Record Number.” If you still have paper version of the I-94, you can find the I-94 number at the top left side of the card. If there is a handwritten number, enter this one instead of the pre-printed one.
11. **Previous Employment Authorization:** Check “no” if you have never applied to the USCIS for F-1 OPT or other employment. If you have previously applied, check “yes”. The USCIS Center serving the northeast region of the U.S. is the “Vermont Service Center”, though many OPT applications are processed at the “Potomac Service Center”. Enter the dates of employment authorized indicated on the Employment Authorization Card; under “Results” enter “Granted” or “Denied” and if granted, attach a photocopy of your EAD (Employment Authorization Document)
12. **Date of Last Entry into U.S.:** Enter the date of last entry stamped in your passport.
13. **Place of Last Entry into the U.S.:** The place of entry is often written in three letter abbreviations such as “BOS” for Boston and “SFR” for San Francisco. Enter the place of last enter the date stamped in your passport.
14. **Manner of Entry:** If “F-1” appears on your I-94, enter “student”. If you entered in another status and changed your non-immigrant status in the U.S. and have not travelled outside of the U.S. since receiving your change of status, please indicate the status you held upon entering the U.S.
15. **Current Immigration Status:** Enter “student”.
16. **Eligibility Categories:** Enter the following codes in the three consecutive parentheses: (c) (3) (A)