OPT Mailing Process - Instructions

Step 1: Register for an account with UEMS at https://study.eshipglobal.com/register/. Then simply activate your account by clicking on a link that is sent to your email. (Please note: If you already have a UEMS account, you can login by clicking on Student/Scholar login.)

Step 2: Login to UEMS by entering your email and password that your registered an account with.
OPT Mailing Process - Instructions

Step 3: To send OPT Applications to the USCIS offices, click on the “OPT Application” image or the “Send Documents To USCIS” button.

Step 4: Find your address already prepopulated in the “Senders Address”. If you would like to change your address, simply enter your new address in the “Sender Address” fields.
OPT Mailing Process - Instructions

**Step 5:** Select the USCIS office that you would like to send your OPT Application to. Please note that you have two options - Express Carrier and United States Postal Service (USPS) - for each USCIS office. Please select the appropriate USCIS office and method of delivery - Express or USPS. Note that the form then prepopulates with your choice of address.

**Step 6:** Please select the “Type of Document” that you will be sending. The two choices are OPT Application (Default) and OPT Extension Application.
OPT Mailing Process - Instructions

Step 7: Please select your choice of Shipping Carrier and Shipping service. Based on your choice of address and method of delivery- Express or USPS- different shipping options will appear. Please select the option that best fits your needs and click on the “Continue” button.
OPT Mailing Process - Instructions

Step 8: To pay for your shipment, please select your preferred method of payment and enter all the required information. The two methods of payment are “Credit card” and “Paypal”.

Step 9: To print your Shipping Label, please click the “Print Label” button.
Step 10: Once you have printed your Shipping Label, attach it to the Shipping Envelope and drop it off at the nearest Shipping Carrier Location. If you don’t have a Shipping Envelope, you can get one free of charge at the nearest Shipping Carrier Location. To get a Shipping Envelope or find the nearest Shipping Carrier Location, simply click on the “Click here” link.