OPT Self-Service Application Information

Use this information if you chose the Self-Service Track in iStart.

Self-Service Application Steps

Step 1. Assemble items on checklist below

Step 2. If you would like to briefly review your application with an advisor after assembling the items on the checklist below, bring all your materials items to Quick Question Advising in Poplars 221 between 1:00 and 3:30 PM. (Meeting with an advisor is optional.)

Step 3. Mail your OPT packet to the appropriate lockbox. (See Preparing & Mailing Your Application, page 8)

Step 4. Wait 2-4 weeks for your OPT Receipt Notice and 2-4 months for your OPT Card.

Step 5. Follow your case status through the “Check Your Case Status” link at www.uscis.gov

Checklist for OPT application

You will need to assemble the following materials for your OPT application. (See Preparing & Mailing Your Application, page 7.)

- A signed, dated copy of pages 1 and 2 of your new OPT I-20
- Form I-765, completed and signed. Type/use black ink only. (see Completing the I-765, pp. 2, 3, & 4)
- Two color, passport-style photographs with your full name and date of birth written on the back in pen (see Additional Checklist Materials, p. 6)
- Copy of the name & photo page of your passport (including expiration date and any extension pages)
- Copy of any previous Employment Authorization Documents/OPT cards (front and back)
- Copy of your most recent I-94 document. This should be one of the following:
  - paper I-94 card (front and back)
  - print-out of an electronic I-94
    - Download your electronic I-94 at https://i94.cbp.dhs.gov/. (Please note: do not print the “get travel history” page.) If there are any mistakes or omissions on your I-94, contact OIS before sending your application.
    - your I-797 Approval Notice (front and back), if you changed your immigration status inside the US and have not departed since that time.
- Check or money order for $410.00 (U.S. dollars) made payable to “US Department of Homeland Security” (See Additional Checklist Materials, page 5 for how to complete a personal check)
- Optional: Form G-1145 (If you send this form with your application, you will receive a text or e-mail with your case number when your application is received at the Service Center.)
- As Applicable: Documentation of previous periods of full-time CPT. An OIS advisor will provide this when you pick up your OPT I-20 if applicable for your situation.

Office of International Services
Poplars 221, 400 E. 7th St., Bloomington, IN 47405
Hours 8:30 AM-4:30 PM, Monday-Thursday, 9 AM – 4:30 PM Friday
Phone: 812-855-9086 (option 2)
E-mail: ois@iu.edu  Website: http://ois.iu.edu
Completing the I-765

**FIRST STEP:** In the three boxes at the top, put a check mark or X in the FIRST box: ☑ Permission to accept employment

Type information or use black ink only.

1. Enter Family Name(s) under the parentheses which say (Family Name). Space over and enter First Name(s) and any Middle Name(s) under appropriate parentheses.
   - Your name on the I-765, your most recent I-20, and your passport should be the same. If not, notify OIS.

2. This space is for previous legal names. If you have never legally changed your name, leave this blank.

3. This is the address to which your receipt notice and OPT card will be sent.
   - We recommend using OIS's address.
   - If you move before your receipt notice or OPT card are delivered, the mail will not be forwarded
   - If there are problems with your application, using the OIS's address allows us to advocate on your behalf.

4. Enter your country of citizenship

5. Enter your birthplace information. (Make sure information is under the appropriate parentheses)

6 – 8. Enter date of birth (American-style dates: mm/dd/yyyy), enter current legal gender, enter current legal marital status

9. Enter Social Security Number if you have one. If you do not, leave this blank.
   - If you do not have a Social Security Number, you will need one to work while on OPT. For more information, please visit http://ois.iu.edu/living-working/employment/social-security.shtml

10. Enter information from your most recent I-94 document.
    - If you have a paper I-94 card, enter all 11 digits of the Departure Number at the top left corner of the card.
    - If you have an electronic I-94 document, enter all 11 digits of the Admission (I-94) Record Number.
      - Please look at the sample electronic I-94 on Additional Application Materials, page 5. If your electronic I-94 is missing any of this information or there are other errors, please contact OIS before sending your application.
    - If you changed status within the US and have only an I-797 Approval Notice confirming your F-1 status, enter all 11 digits of the I-94# on the bottom left of the I-797.

11. If you have ever previously applied for OPT, Severe Economic Hardship, J-2 work authorization, or submitted an I-765 as part of a Permanent Residency application, check “Yes.”
    - For “Which USCIS Office?” put the name of the Service Center in the lower left corner of your Receipt Notice
    - For “Results,” please enter “Granted” or “Denied”
      + If your application was granted, under “Date(s),” please enter the date range as it appears on your EAD (e.g., 06/25/1 - 06/24/15)
    - Note: Do not check “Yes” if you have only worked in the US using CPT or on a work visa. This question is only for those who have previously filed an I-765.

12- 13. Enter the date you last entered the US and the name of the city or airport code where you cleared US customs. (This will not be Bloomington and it is unlikely to be Indianapolis. It may be a special port of entry in another country.)

14 – 15. Enter the immigration status you held when you last entered the US and the immigration status you currently hold.

16. Enter a lower case letter c in the 1st set of parentheses, the number 3 in the 2nd set, and the upper case letter B in the 3rd set. When finished, #16 should look like this: (c) (3) (B)

17 - 19. Leave blank

**LAST STEP:** Sign your name under “Certification.” Enter your telephone number, and enter the date (mm/dd/yyyy) you complete the form.
Completing the I-765

This is an example and is for instructional purposes only.

Application For Employment Authorization

For USCIS Use Only

Fee Stamp

Action Block

Initial Receipt

Resubmitted

Reallocated

Received

Sent

Completed

Application Approved

Application Denied - Failed to establish:

Eligibility under 8 CFR 274a.12 (a) or (e)

Economic necessity under 8 CFR 274a.12(c)(14),(18), and 8 CFR 214.2

A#

Subject to the following conditions:

Applicant is filing under section 274a.32

START HERE - Type or print in black ink.

I am applying for:

☑ Permission to accept employment.

☐ Replacement (of lost employment authorization document).

☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

Family Name

First Name

Middle Name

FAMILY NAME

First Name

Middle Name

2. Other Names Used (include Maiden Name)

Family Name

First Name

Middle Name

3. U.S. Mailing Address

Street Number and Name

Apt. Number

OIS Poplars 221, 400 E 7th St.

Town or City

State ZIP Code

Bloomington IN 47405

4. Country of Citizenship or Nationality

5. Place of Birth

Country

City

State/Province

Country

6. Date of Birth (mm/dd/yyyy)

01/17/1997

7. Gender

☑ Male

☐ Female

8. Marital Status

☑ Single

☐ Married

☐ Divorced

☐ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

12345678910

11. Have you ever before applied for employment authorization from USCIS?

☐ Yes (Complete the following questions.)

Which USCIS Office?

Dates:

Results (Granted or Denied - attach all documentation)

☑ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

01/19/2017

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

F-1 Student

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the “Who May File Form I-765?” section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(9), (c)(17)(iii), etc.

Form I-765 01/17/17 N

Page 1 of 2
Completing the I-765

This is an example and is for instructional purposes only.

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy) 01/31/2017

Telephone Number 912855086

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime?  
   □ Yes  □ No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5., Item H. or Item L in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.
Additional Checklist Materials

How to Complete a Personal Check

★ = mandatory

The address on your check must be your current address. If the address printed on the check is no longer correct, please draw line through old information and write correct information to the side.

Electronic I-94

Please do not submit your application before contacting OIS if:

- Your personal information / date of entry / class of information (immigration status) is incorrect in any way, OR
- You are missing the "D/S" notation

Your I-94 may need to be corrected by CBP, and this correction should take place **before submitting the OPT application.**

(Please note: Do not print the page that appears when you click, “Get Travel History.”)
Guidelines for the “Two Passport Style” photos

You can get passport-style photos taken at Card Services in the IMU, FedEx, the US Post Office, some private shipping companies, and some banks.

- Photos should be taken inside the US and within the 30 days before OPT application submission. Photos used for obtaining a non-US passport or a US visa stamp are generally not acceptable, as they are often not the correct size, and rarely taken within 30 days of the OPT application.

- Hats or head coverings permissible only if worn daily for religious purposes. Your full face must be visible and your head covering cannot cast shadows on your face.

- Head should be positioned directly facing the camera.

- Photo should capture from slightly above top of hair to middle of chest.

- Background should be plain white or off-white.

- To view examples of passport-style photos online, visit: [http://travel.state.gov/content/passports/english/passports/photos/photos.html](http://travel.state.gov/content/passports/english/passports/photos/photos.html)

Write your full name and date of birth on the back of both pictures in pen (example above). Be careful to make sure the ink is dry before proceeding.
Preparing & Mailing Your Application

Before you mail your application to the USCIS, the documentation will need to be arranged in a specific order.

- Sign and date page one of your new OPT I-20 where indicated.
- Copy page 1 and 2 of the OPT I-20 after you have signed and dated it. Keep the original and the copy will go in your application packet.
- Assemble the OPT application in the following order:
  1. G-1145 (optional first page)
  2. Pages one and two of the I-765 (mandatory first and second page)
  3. Copy of page two of your new I-20 (directly behind/after I-765)
  4. Copy of page one of your new I-20 (directly behind/after page two of I-20)
  5. Copy of your passport identity page (directly behind/after page one of I-20)
  6. Copy of your most recent I-94 document (directly behind/after passport page)
     - If you have a paper I-94 card (white card, stapled in passport), insert a copy of front & back of card
     - If you have an electronic I-94 document, print out that page
     - If you changed your visa status inside the US and have not departed since that time, insert a copy of both front & back of the I-797 Approval Notice
  7. If you have participated in CPT at this current degree level, you also need to include:
     - Copy of the SEVIS screenshot showing your previous CPT
     - Copy of the date calculator showing CPT participation, if applicable
  8. Put your 2 passport-style photos (with your full name and date of birth written on the back of each picture in pen) in a small plastic bag and then staple this bag to the top right corner of the I-765 only
  9. Staple your check/money order ($410 made payable to “US Department of Homeland Security”) to the top center of your I-765 only
  10. Staple the entire packet together in the top left corner
## Preparing & Mailing Your Application

<table>
<thead>
<tr>
<th>If the address you listed in #3 on the I-765 is in one of these states:</th>
<th>Mail your application to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, <strong>Indiana</strong>, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, or Commonwealth of the Northern Marina Islands</td>
<td><strong>USCIS PHOENIX LOCKBOX</strong></td>
</tr>
<tr>
<td></td>
<td>If you want to use the US Postal Service (USPS)*</td>
</tr>
<tr>
<td></td>
<td>USCIS</td>
</tr>
<tr>
<td></td>
<td>PO Box 21281</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ  85036</td>
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<td></td>
<td>If you want to use a private company (FedEx, UPS, DHL, etc.)</td>
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<td>USCIS</td>
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<td></td>
<td>Attn: AOS</td>
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<td></td>
<td>1820 E. Skyharbor Circle S</td>
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<tr>
<td></td>
<td>Suite 100</td>
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<td>Phoenix, AZ  85034</td>
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</tbody>
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<th>If the address you listed in #3 on the I-765 is in one of these states:</th>
<th>Mail your application to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Arkansas, Connecticut, Delaware, DC, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, , Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</td>
<td><strong>USCIS DALLAS LOCKBOX</strong></td>
</tr>
<tr>
<td></td>
<td>If you want to use the US Postal Service (USPS)*</td>
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<td>USCIS</td>
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<tr>
<td></td>
<td>PO Box 660867</td>
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<tr>
<td></td>
<td>Dallas, TX  75266</td>
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<td>If you want to use a private company (FedEx, UPS, DHL, etc.)</td>
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<td>USCIS</td>
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<td>Attn: AOS</td>
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<td>2501 S. State Hwy 121</td>
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<td></td>
<td>Business Suite 400</td>
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<td>Lewisville, TX  75067</td>
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</tbody>
</table>

* If you choose the USPS, we advise purchasing a tracking number for your package.
Preparing & Mailing Your Application

1st page: I-765 p.1
2nd page: I-765 p.2
3rd page: p.2 of your OPT I-20
4th page: p.1 of your OPT I-20
5th page: copy of passport ID page
6th page: your I-94

Your check or money order for $410
Your 2 passport-style photos (with full name and date of birth on back in pen) in a small plastic bag

(Optional first/top page: G-1145)

(Optional last/bottom page: Your CPT screenshots and date calculator if applicable)