OPT DOCUMENTS CHECK LIST

URI OISS OPT APPLICATION REQUIREMENTS

- Graduate Students ONLY - **OISS will request directly** a Letter of OPT Eligibility from the Graduate School.
- Undergraduate Students - Letter from Academic Advisor specifying graduation date (on URI letter head) or Nomination for Graduation.
- Typed **OPT Request Form** ([https://web.uri.edu/iss/files/URI-OPT-Request-Form.pdf](https://web.uri.edu/iss/files/URI-OPT-Request-Form.pdf))

USCIS APPLICATION CHECKLIST

Assemble application materials in the order indicated below. Paperclip check and passport photos on top.

- **Original, signed Form I-765** ([https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)):
  - Form should be typed, not handwritten
  - If you have ever previously applied for OPT, check yes on number 12 and include EAD number and OPT dates in Part 6 on page 7.
  - **Item 27: Eligibility category is (c)(3)(B)**
  - **Signature:** Use black ink to sign name by hand in the signature box. Ensure the signature stays within the box. Digital signatures will be denied.
- Photocopy of Passport Photo Page:
  - Page that includes photo, passport number, and expiration date
  - Must be valid for at least 6 months from application date
- Photocopy of most recent visa
- Printout of I-94 Arrival/Departure form ([https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home))
- Photocopy of New OPT I-20, signed and dated at the bottom of page 1
- Two (2) U.S. Style Passport Photos **(RECENT PHOTOS)**:
  - Write your name and I-94 number on the back of each photo
  - Do not use photos from your home country
- **$410 Check for Application Fee** *(subject to change)*:
  - Make check or money order payable to: US Department of Homeland Security
  - Write your SEVIS Number and I-94 number on front of the check in the memo section (bottom left corner)
  - Check must be a U.S. check drawn on U.S. bank but does not need to be from your own account. If it is not from your account, write your name on the check in the memo section as well.
- Photocopies of previous EAD cards, if applicable
- Photocopy of change of status adjudication results, if applicable

MAILING INSTRUCTIONS:

Make sure to get tracking when mailing.
Application must be received by USCIS within 30 days of the I-20 issuance date—refer to the “School Attestation” Section on page 1.

Mail your application to:

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

USCIS
PO Box 805373
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:**

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

**REPORTING REQUIREMENTS WHILE ON OPT**

All students on OPT are required to report any change of the following within 10 days:

- Legal name
- Employer name
- Employer address
- Changes in employment
- Personal contact information

Register with the SEVP portal to report information. You will receive an e-mail from SEVP shortly after your OPT start date asking you to set up an account. Notify OISS directly of any major changes, including change of status, permanent departure from US, etc.