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 letterhead) or Nomination for Graduation.
☐ Typed **OPT Request Form** (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):
  - Typed, not handwritten
  - At top, mark: Permission to accept employment
  - Part 6: Have you ever before applied for employment authorization from USCIS?
    - If yes, provide info for all previous EADs:
      - Which USCIS Office: California, Potomac, Texas, Vermont or Nebraska Service Center
      - Dates: Dates of EAD card validity (Handwrite if necessary)
      - Results: Granted
  - Item 27: Eligibility category is (c)(3)(B) {small c, number 3, capital B}
    - Signature: Use black ink to sign name in the signature box. Ensure the signature stays within the box.

☐ Photocopy of Passport Page:
  - Page that includes photo, passport number and expiration date
  - Must be valid for at least 6 months from application date

☐ Photocopy of Visa Page

☐ Printout of I-94 Arrival/Departure form (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 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

☐ Photocopies of all previously issued I-20s
☐ Photocopies of previous EAD card, if applicable
☐ Photocopy of change of status adjudication results, if applicable
MAILING INSTRUCTIONS:

Mail application packet by certified US mail to the appropriate USCIS Lockbox Facility—see address below.

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:

For U.S. Postal Service (USPS) Deliveries:
USCIS
P.O. Box 660867
Dallas, TX 75266

For Express Mail and Courier Deliveries:
USCIS Attn: AOS
2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067

REPORTING REQUIREMENTS WHILE ON OPT

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

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