OPTIONAL PRACTICAL TRAINING: STEP 2 INSTRUCTIONS

While you are in an approved period of OPT, you must report all changes to your employment, address or immigration status within 10 days of occurrence. Failure to report in a timely manner may result in the termination of your SEVIS record. Learn more about maintaining your status on OPT and your reporting responsibility at [global.arizona.edu/international-students/f-1-student-employment](http://global.arizona.edu/international-students/f-1-student-employment).

To apply for an Employment Authorization Document (EAD card), submit the documents below to U.S. Citizenship and Immigration Services (USCIS) in the following order (front to back). **You must file Form I-765 while in the United States.**

- **Form G-1145** ([uscis.gov/g-1145](http://uscis.gov/g-1145))
- **$410 Fee**
  - Check or money order should be made payable to **U.S. Department of Homeland Security**
  - If you prefer to pay by credit card, include Form G-1450 ([uscis.gov/g-1450](http://uscis.gov/g-1450))
- **Form I-765** ([uscis.gov/i-765](http://uscis.gov/i-765))
  - Review the form instructions, then type or print your answers in black ink *(your signature must be hand-written)*
  - Enter code (c)(3)(A) at item #27 for pre-completion OPT
  - Enter code (c)(3)(B) at item #27 for post-completion OPT
  - Use *Part 6. Additional Information* to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized
  - You are responsible for the completion and accuracy of the I-765
- **Form I-94**
  - Print at [https://www.cbp.gov/i94](https://www.cbp.gov/i94) or make a photocopy of the paper I-94 in your passport
- **Government-Issued Identity Document**
  - Copy of your last EAD (front and back)
  - If no prior EAD has been issued, you must submit a copy of a government-issued identity document such as a passport showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint.
  - The identity document photocopy must clearly show the facial features of the applicant and the biographical information.
- **2 Passport-Style Photos**
  - For photo requirements, review the I-765 instructions (page 20, item C)
  - Photos must have been taken within 30 days of when you submit your application to USCIS
- **OPT Recommendation I-20**
  - Print, sign and date the scanned copy you receive by email to send to USCIS
  - **Do not send any original I-20s to USCIS** (we will mail the original to you for your records)
- Make a photocopy of your completed application before sending it to USCIS, for your records.

- Mailing your documents:

  USCIS Chicago Lockbox

  **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

  eShipGlobal (UEMS) offers an option for students to send OPT applications to USCIS offices. You can choose the carrier (UPS, FedEx, or USPS), what type of delivery (next day, 2-day, etc.), and ship at discounted rates ([study.eshipglobal.com](study.eshipglobal.com)).

- USCIS must receive your application prior to the end of your 60-day grace period, and within 30 days of when your I-20 was issued by International Student Services (ISS). Additionally, you must not send your application to USCIS more than 90 days prior to your program end date.