Optional Practical Training (OPT) Checklist
Office of International Programs
3620 Varsity Dr., Tyler TX 75701 • 903.565.5960 • oip@uttyler.edu

OPT I-20
- OPT I-20 Request Form
- Form I-765 – For advisor to proofread
- $50 administrative fee – Pay online through myUTTyler or in person to the Cashiers in the One-Stop Shop. Submit a receipt with your I-20 request.

Application
- 2 U.S. passport-style 2”-by-2” photos: full face visible on white/off-white background, head height measuring 1-1\(\frac{3}{8}\)” with your name & A-Number, if any, printed lightly on back of each photo with a black pencil or felt pen. Can be purchased at Walmart, CVS or OIP Passport Office.
- $410 Filing Fee: Check (personal, cashier) or Money Order made payable to: U.S. Department of Homeland Security OR use Form G-1450 (uscis.gov/g-1450) for one-time credit card authorization.
- Form I-765: Original, hand-signed in black ink.
  - Page 2, Part 2, Item 5. You may use your address or OIP’s: In care of UT Tyler OIP, 3620 Varsity Dr., 75701
  - Page 3, Part 2, Item 27: (c) (3) (B)
  - Page 7, Part 6 Additional Information. List any SEVIS numbers you have had that differ from your present I-20. Also list any CPTs or previous OPTs.
- Form I-20: Copy of OPT I-20.
- Form I-94 (bit.ly/recentI94): Printout of your e-admission record. If you were in another visa category (e.g., B-2) and changed to F-1 status through USCIS, your I-94 is on the bottom of your approval notice.
- Passport: bio page copy showing expiration date at least 6 months beyond requested OPT start date*
- F-1 Visa: copy of visa inside passport*

*USCIS’ Filing Instructions (bit.ly/I765instr-20) government-issued documents containing your biography and recent headshot of the following types may be provided as a substitute for an unavailable or invalid F-1 visa or Passport: your last EAD; a visa issued by a foreign consulate; birth certificate or national ID.

Mailing
If you put a Texas mailing address on the I-765, use one of the following addresses. For other states, check USCIS’ Filing Addresses (bit.ly/optlockboxes) page. USCIS takes 3-5 months to process OPT applications.

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

For DHL, FedEx or UPS:
USCIS
2501 S. State Hwy 121 Bus, Ste 400
Lewisville, TX 75067

USCIS must receive your application within 30 days of when the I-20 was created and within 60 days of the semester end date, whichever comes first. Applications received late are denied. If your application is returned for any reason and you must re-send it, first contact the OIP for a new I-20, otherwise you may miss the 30-day deadline.

Working before you have the OPT card and reach its start date is a violation of your visa status!

Rev 9/13/2019