Optional Practical Training Directions (updated 3/20/2013 gjc)

1. Please make an appointment ahead of time. We need 30 minutes to complete the paperwork.

2. PLEASE be prompt or call ahead to say that you will be late.

3. NO applications will be accepted by mail. If you need to send someone else with your documents, please send a note saying that you authorize the person to bring in and mail your paperwork.

4. Please bring the following documents to the appointment:
   a. Completed application (I-765, available online at www.uscis.gov) – in BLUE ink!
   b. Money order made payable to “U.S. Dept. of Homeland Security” in the amount of $380.00 (as of 3/20/2013).
   c. Two (2) passport photos (recent) in an envelope titled “Photos”. Print your name and SEVIS ID number on the bottom of the reverse side of each picture, in pencil.
   d. All previous I-20s
   e. New I-20 (issued by the International Student Advisor)
   f. Passport

5. Once we are finished in my office you will be responsible for mailing the documentation to Homeland Security. The documents should be sent in the following order:
   a. Application with money order (on top)
   b. Copy of front and back of I-94 card,
   c. Photos (in jacket, with name printed on back of each in pencil),
   d. New I-20 (be sure to sign it on the front page)
   e. Copies of all old I-20s
   f. Copy of passport main page,
   g. Copy of visa page.

6. Documentation should be put in a large envelope (unfolded), with “Optional Practical Training” written in red along the bottom.

7. Mail your packet to the address below, return receipt requested:
   USCIS
   PO Box 660867
   Dallas, TX 75266
   Please note—you can file the application. See the USCIS webpage.

Please note:
YOU MAY NOT APPLY MORE THAN 90 DAYS BEFORE YOUR PROGRAM END DATE.