


## USCIS FORM & FEE INFORMATION

**You must always check the edition date of the version of the I-765 and the filing fee before mailing your application:**  
<https://www.uscis.gov/i-765>

- On the [USCIS I-765 main page](#), you can confirm the current form and fee version under “Form Details.”
- When you download the I-765 form, you can view the **version** on the bottom left-hand corner of each page.

Form Details	
Edition Date	▼
Where to File	▼
Filing Fee	▼

Form I-765 Edition: 08/25/20		Page 1 of 7
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## APPLICATION REMINDERS

- Request tracking of your application package when you mail your application.
- Make sure all pages of your application are printed **single-sided and not stapled**.
- You **MUST** be physically present in the U.S. in F-1 status to apply for OPT.
- At this time, the HIO ***strongly discourages*** the use of the USCIS online filing system for all Form I-765 OPT applications.
- Make a photocopy or scan of your entire application and retain it for your own records.

## ASSEMBLE YOUR APPLICATION

- Personal Check or Money Order** for \$410 payable to “U.S. Department of Homeland Security”.
- 2 recent **passport pictures** in an envelope, **not** previously used for OPT, visa or passport applications – label the back of your photos with your full name and SEVIS ID in pencil.
  - More information on Passport Photo Requirements can be found here:  
<https://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>
- Original **Form G-1145**
- Original **Form I-765**, signed and dated in black ink (**NO ELECTRONIC SIGNATURES**) – include **ALL** 7 pages of the I-765
  - Always **confirm** the current version of the form and filing fee **before** mailing your application:  
<https://www.uscis.gov/i-765>
- New **Form I-20** with OPT recommendation. You must print the electronic OPT I-20 you received from the HIO. You must physically sign and date in black ink (**NO ELECTRONIC SIGNATURES**) your printed I-20. Put the signed and dated I-20 in your OPT application to USCIS.
- Photocopy of most recent **I-94 record** – [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - If you travel before submitting your application to USCIS, but after you submitted your request to the HIO, include an updated I-94 record.
- Photocopy of most recent **U.S. visa page** in your passport (Canadians do not need to provide this)
- Photocopy of **biographical page of your passport**
- Photocopies of **ALL past I-20s issued** to you from all schools you have attended in the U.S. If you cannot locate I-20s from previous schools, please include a letter stating that you cannot locate them and provide dates of when you were at those schools. You may use this template: <http://www.hio.harvard.edu/opt-missing-i-20-letter-template>
- Photocopy of any USCIS approval notices from change of status applications (*if applicable*)
- Photocopy of any previously issued EAD (employment authorization document) (*if applicable*)

## APPLICATION WINDOW

### YOUR APPLICATION MUST BE RECEIVED BY USCIS:

- **POST-COMPLETION:** No more than **90 days before** your I-20 expiration date.
- **PRE-COMPLETION:** No more than **90 days before** your requested OPT start date.
- No later than **30 days from** the date the HIO advisor made the recommendation on your Form I-20 (date issued).
- **Applications that arrive to USCIS outside this time period will be denied and you may not be able to reapply for the OPT authorization.**



SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of course taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(F)(5). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: \_\_\_\_\_ ADDRESS TO: \_\_\_\_\_ DATE ISSUED: 17 May 2019 PLACE ISSUED: Cambridge, MA

## MAILING YOUR APPLICATION

**\*Mailing addresses can change without notice so you must check the USCIS site to view the most up-to-date instructions at the time you mail your application.**

1. Go to <https://www.uscis.gov/i-765-addresses>
2. Find section/tab labeled **“Foreign Student”**
3. Under Category Description, find **“F-1 Optional Practical Training”**
4. Under **“Filing Location”** find the USCIS Lockbox address(es). Must use a specific address depending on whether you use United States Postal Service (USPS) or a courier service (FedEx, DHL, UPS)
  - **You must select a shipping option that guarantees a delivery date and provides proof of delivery. Keep clear records of your payment receipt and delivery confirmation.**
  - **If using USPS, do NOT use Certified Mail. Certified mail does not guarantee a delivery date.**

Home > Forms > All Forms > Direct Filing Addresses for Form I-765, Application for Employment Authorization

### Direct Filing Addresses for Form I-765, Application for Employment Authorization

**Due to the COVID-19 pandemic and other factors, USCIS is experiencing delays in issuing receipt notices for some applications and petitions filed at a USCIS lockbox facility. For more information, see the [USCIS Lockbox Updates](#) web alert.**

If you are filing Form I-765 with another form, file both forms at the location specified by the other form. For example, if you are filing Form I-765 with a Form I-539, file both forms according to the Form I-539 Instructions. Use addresses below only when you are NOT submitting Form I-765 with another form.

Close All Open All

Asylees/refugees and their spouses and children

Categories based on nationality

Foreign students

### Foreign students

Eligibility Category 8 CFR 274a.12 This is the category you selected in question 27 on Form I-765	Category Description	Filing Location
	F-1 Optional Practical Training (OPT)	*Will be sending to a "USCIS Lockbox" address  *Different Address depending on the courier/mail service you use

## ISSUES WITH YOUR APPLICATION

**Please contact your HIO advisor directly about any of these issues before taking action on your own:**

- You do not receive the USCIS Receipt notice within 60 days of the government receiving your application.
- USCIS returns your application to you for any reason, you will likely need a new I-20 so please contact the HIO.
- You receive a notice from USCIS requesting additional information (known as a Request for Evidence).
- You will not graduate as planned this semester.