

### USCIS Form & Fee

**You must always check the current edition date of the I-765 form, filing fee and filing address before mailing your application**

**<https://www.uscis.gov/i-765>**

On the [USCIS I-765 main page](#), you can confirm which current/correct form and fee to use under “Form Details”



Form Details

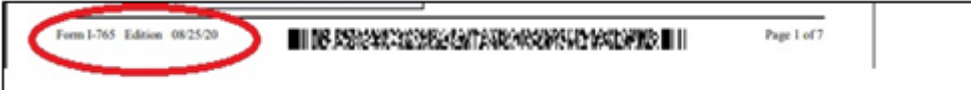
Close All Open All

Edition Date

Where to File

Filing Fee

When you download the I-765 form, you can view the **version** on the bottom left-hand corner of each page.



Form I-765 Edition 08/25/20

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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 Forms I-765 STEM OPT applications.
- Make a photocopy or scan of your entire application and retain it for your own records.

### APPLICATION WINDOW

#### **YOUR APPLICATION MUST BE RECEIVED BY USCIS:**

- No more than **90 days before** the Post-Completion OPT end date.
- Prior to the Post-Completion OPT end date.
- No later than **60 days from** the date the HIO advisor made the recommendation on your Form I-20.

**Applications that arrive to USCIS outside this time period will be denied and you may not be able to reapply for the STEM 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 courses 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.

DATE ISSUED: 27 May 2019

PLACE ISSUED: Cambridge, MA

SIGNATURE OF: [Redacted]

Address to: International Students and Scholars

## 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 (**NO ELECTRONIC SIGNATURES**) – include **ALL** 7 pages of the I-765
  - Always [confirm](https://www.uscis.gov/i-765) the current version of the form and filing fee **before** mailing your application: <https://www.uscis.gov/i-765>
- New **Form I-20** with STEM OPT recommendation. You must print the electronic STEM OPT I-20 you received from the HIO. You must physically sign and date (**NO ELECTRONIC SIGNATURES**) your printed I-20. Put the signed and dated I-20 in your STEM OPT application to USCIS
- Your **OFFICIAL academic transcript** and **diploma** in the STEM field. If you are applying for the STEM Extension based on a prior degree, include a transcript from the institution that issued that degree.
  - Electronic printouts of transcripts are fine to include if the copy is not marked “unofficial”.
- The front and back of your current **OPT EAD**
- Photocopy of most recent **I-94 record** – [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - If you travel after you submitted your request to the HIO, please be sure to include an updated I-94 record and update the I-765 fields related to the I-94 and entry accordingly.
- 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 – <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*)

## MAILING YOUR APPLICATION

Mailing addresses for I-765 can change without notice. Verify the address before mailing on the USCIS website:

<https://www.uscis.gov/i-765-addresses>

**NOTE:** As a STEM OPT applicant, your application should be filed with the address listed for (c)(3)(C), 24-month extension for an F-1 student who has received a degree in science, technology, engineering, or mathematics (STEM) that appears on the STEM designated Degree Program List.

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**

Eligibility Category	Category Description	Filing Location
Category 8 CFR 274a.12 This is the category you selected in question 27 on Form I-765	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:**

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

*The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up-to-date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS.*