

Optional Practical Training Checklist

Directions: Submit the following documents to the address below. Please remember that this is your request for an employment benefit and Bowie State University is not responsible for any outcome that may come from mistakes in your application material.

- Completed I-765 form. Download form and instructions at <http://www.uscis.gov/i-765>
- \$410 fee Filing fee - payable by check or money order to the U.S. *Department of Homeland Security*. If credit card, complete [Form G-1450](#)
- Two passport style photos** (should not be older than 6 months)
- Copy of all previously issued I-20s
- Copy of I-94, Can be retrieved at <https://i94.cbp.dhs.gov/I94/> - /home
- Copy of biographical page in passport
- Copy of most recent F-1 visa
- Copy of any previous employment authorization document (EAD), front & back (if applicable)

Important Things to Remember

- Don't forget to add a copy of the OPT endorsed I-20
- Make sure you signed the I-765 application on page 4 in ink (no electronic signature) and you marked Question 1. a on page 1.
- You have 30 days after the issuance of your new I-20 to mail your OPT packet. Failure to do so may result in the denial of your OPT application or receiving a request for evidence (RFE) from USCIS.
- You are responsible for mailing your packet to the following address if you live in Maryland, Virginia or DC, if you live outside that area please review I 765 instructions:

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

For FedEx, UPS, and DHL:
USCIS
Attn:2501 S. State Hwy. 121
Business Suite 400
Lewisville, TX 75067

- If you receive your materials back from USCIS, do not resend before checking dates, signatures and contacting your OIES advisor
- Government regulations require that you report the following within 10 days to BSU OIES Office after you start employment:
 - • Name of employer, address of employer
 - • Job title,
 - • Supervisor name, telephone number and email
 - • Number of hours per week
 - • Start and end date
- Any changes to the information above must also be reported within 10 days of the change
- Government regulations require that your report any changes to your US address within 10 days to BSU OIES Office
- You cannot start working until you have the EAD card and the date on the card has been reached.
- You must work in a field directly related to your degree.
- You cannot begin a new level of education while on OPT
- You have 90 days of unemployment during OPT, if unemployed beyond that time you must leave the US.
- You understand OIES does not recommend travel outside the US while your OPT application is pending.