



HCC ID: _____

SEVIS ID: _____

Post-Completion OPT Mailing List

Personal Information:

Family (Last) Name

First Name

Date of Birth (MM/DD/YY)

Mailing List Items:

1. ____ Completed [form I-765](#) (typed, not handwritten)
2. ____ **Copy** of SEVIS Form I-20 with OPT recommendation signed by DSO and student (Provided by DSO)
3. ____ Completed [form G-1145](#) (typed, not handwritten)
4. ____ Copy of passport (at least 6 months from the filing date, or include a receipt for extension or renewal)
5. ____ Printout of I-94 <https://i94.cbp.dhs.gov/I94/#/home> > click on *Get most recent I-94*
6. ____ Two (2) recent [US passport style photos](#). Write lightly your name and I-94# at the back.
7. ____ **\$410** money order or personal check payable to *US Department of Homeland Security*
8. ____ Copies of all previous employment authorization documents (EADs) **if any**
9. ____ Printout of SEVIS Employment page (provided by DSO in case of CPT authorizations on file, **if any**)

**Attach photos and money order/check to Form I-765 with paper clips. Do not staple.*

Application must be received by USCIS before the 60-day grace period expires and within 30 days of the issuance of the I-20. Refer to the "Date Issued" listed on section #10 on page 1 of the I-20.

U.S. Postal Services (USPS) Deliveries

USPS Priority Flat Rate Envelope

USCIS

PO Box 805373

Chicago, IL 60680

FedEx, UPS, and DHL Deliveries

USCIS

Attn: I-765 C03

131 South Dearborn - 3rd Floor

Chicago, IL 60603-5517

After approval:

1. **Submit a copy of your EAD card** to your [Designated School Official](#). Write OPT and your HCC ID in the subject line.
2. **Register to SEVIS Portal.** An email with instructions on how to create an SEVP Portal account will be sent from do-not-reply.SEVP@ice.dhs.gov on or after the approved OPT start date. For step-by-step instructions on how to use the SEVP Portal, please visit [SEVP Portal Help](#)
3. **Report any changes to your employment situation via the online SEVP Portal.**