

# OPTIONAL PRACTICAL TRAINING

WAKE FOREST INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

## CHECKLIST: STEM OPT APPLICATION REQUIRED DOCUMENTS

- ☐ Completed Form G-1145 E-Notification of Application/Petition Acceptance
  - ☐ Visit [www.uscis.gov/i-765](http://www.uscis.gov/i-765) and download the Form G-1145
  - ☐ Read instructions on G-1145 and fill in your name, email, and phone number at the bottom
- ☐ Completed form I-765
  - ☐ Visit [www.uscis.gov/i-765](http://www.uscis.gov/i-765) and download the Form I-765
  - ☐ A sample of a completed Form I-765 can be found by visiting: [global.wfu.edu/iss/employment/opt/stem](http://global.wfu.edu/iss/employment/opt/stem)
- ☐ Photocopy of new Form I-20 that recommends you for STEM (provided by Designated School Official at Wake Forest University)\*
  - ☐ Please note, failure to include this version of the Form I-20 with your application will result in a denial of your STEM OPT application. This recommendation cannot be produced unless you have submitted a completed Form I-983 to the Wake Forest ISSS.
- ☐ Photocopy of passport data page
- ☐ Photocopy of most recent F-1 visa stamp (even if expired)
- ☐ Photocopy of most recent I-94 record (if you entered the U.S. after April 30, 2013, your I-94 record is available through the Customs and Border Protection website: [cbp.gov/i94](http://cbp.gov/i94))
- ☐ Photocopies of all I-20 forms, especially those with approved periods of Curricular Practical Training (CPT) and Optional Practical Training (OPT)
- ☐ Photocopy of current Employment Authorization Document (EAD Card = OPT Card)
- ☐ Photocopy of Transcripts: You must request transcripts either from the WFU registrar's office or your respective school's registrar office (for example, the WFU Law School has it's own registrar's office).
- ☐ Photocopy of Diploma
- ☐ 2 passport style photos (2inches x 2 inches); this should be affixed using a paperclip to the front of the Form I-765
- ☐ Personal check or money order for \$410.00 (rate effective December 23, 2016) made out to the Department of Homeland Security; this should be affixed using a staple to the front of the Form I-765.

## APPLICATION ASSEMBLY

Once you have all of the requisite documents for your application, you should assemble it in the order listed above. On the next page, you will find where you need to send your application (although you should also consult the USCIS Form I-765 webpage to get the most updated address. Wake Forest does not guarantee that the addresses on the next page are accurate to date as USCIS changes mailing addresses and where to file applications regularly).

CONTINUED ON NEXT PAGE 

# OPTIONAL PRACTICAL TRAINING

WAKE FOREST INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

## STEM OPT: WHERE TO MAIL YOUR APPLICATION

### USCIS PHOENIX AND DALLAS LOCKBOX FACILITIES

If the address on your Form I-765 is located in:	Mail to	
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.	USCIS Phoenix Lockbox For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036	USCIS Phoenix Lockbox For Express mail (UPS/FedEx) USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	USCIS Dallas Lockbox For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266	USCIS Dallas Lockbox For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067