

OPT Mailing and Responsibilities Form

Application Checklist

- Check or Money Order for \$380 (stapled to top of Form I-765).
- Two passport photos (2" x 2"); http://www.travel.state.gov/visa/temp/info/info_1287.html
- Original completed (and current) Form I-765: <http://www.uscis.gov/i-765>
- Form G-1145: <http://www.uscis.gov/files/form/g-1145.pdf> (optional for students who wish to receive electronic notification that their application has been accepted.)
- Photocopy of Form I-20 with OPT recommendation (do **not** send the original).
- Photocopy of any prior I-20s (if applicable).
- Photocopy of I-94 Admission-Departure Card, front and back (or I-797 indicating change of status approval to F-1, if applicable).
- Photocopy of passport ID page and/or expiration page (valid at least 6 months into the future).
- Photocopy of most-recent U.S. visa.
- Photocopy of previous EAD(s) (if applicable).

Mailing Instructions

OPT applications must be submitted to the correct USCIS Lockbox Facility. If using a North Carolina return address in Item 3 of the Form I-765, students should use the following address to send the OPT application to the USCIS Dallas Lockbox. Address varies based on the type of mail service you use:

Address if using Express Mail - UPS, FedEx, etc.
 USCIS
 Attn: AOS
 2501 S. State Hwy. 121 Business
 Suite 400
 Lewisville, TX 75067

Address if using US Post Office
 USCIS
 PO Box 660867
 Dallas, TX 75266

Information Updates

Students using a non-North Carolina return address in Item 3 of the I-765 should refer to the I-765 instructions to determine the mailing address of the appropriate USCIS Lockbox: <http://www.uscis.gov/files/form/i-765instr.pdf>

Throughout the OPT period, students are required to notify OIS of any changes in personal, employment, or visa status information. OIS requests that students use the OPT Validation Form (<http://www.ncsu.edu/ois/forms/validate.php>) to update any of the following information:

- Change of personal address.
- Change in employment status (start of employment, change in employer, termination of employment, change in job locations, change from full-time to part-time employment)
- Change in nonimmigrant visa status (e.g., to H-1B). Students must complete the OPT Update Form AND provide OIS with a copy of the I-797 change of status approval notice.
- "Transfer" to another school or change in academic levels (e.g., Master's to PhD). In addition to the OPT Update Form, students must complete the Transfer-Out Form (<http://www.ncsu.edu/oisss/forms/documents/TransferOutForm.pdf>). Students changing degree level at NC State must request a change in level from OIS. Students on OPT cannot continue working once the transfer or change in degree level is complete and should consult with OIS regarding the program start date at the new school or degree level.
- Departure from U.S.

Applicant's Statement of Understanding

Students and scholars are responsible for mailing their own applications directly to the appropriate USCIS Lockbox and must use their own mailing address on the form. OIS strongly recommends that students and scholars use return-receipt, express mail couriers (Fedex, DHL, UPS, etc.) or U.S. Postal Service certified mail when mailing the OPT application. Most late, misdirected, and lost mail occurs from unclear addresses. All items mailed to USCIS must be filed with the correct Lockbox according to petition type and return address of the student – please consult the USCIS website (www.uscis.gov) and form instructions for the most recent information regarding application requirements, fees and lockbox addresses.

It is recommended that student's keep a copy of the entire application. Once the OPT application is mailed to the USCIS Lockbox, students should expect to receive an I-797C Notice of Action (receipt notice) within 10-14 business days. The receipt notice contains a case number

which can be used to track the status of the application on the USCIS webpage. (OIS does not need a copy of the receipt notice.)

(statement of understanding continued)

Students should review the receipt notice carefully to ensure that there are no errors in the biographical information (name, birth date). If there is an error on the receipt notice, students should contact OIS immediately for assistance correcting the error with USCIS. When the OPT application is approved, USCIS will mail the student an Approval Notice and the Employment Authorization Document (EAD). All students are required to provide OIS with copies of the approval notice and EAD. Copies can be dropped off, mailed, or scanned and sent as an e-mail attachment (please do not fax).

Please check each box and sign below.

- I assume responsibility for mailing and receiving my I-765 OPT application myself and understand that OIS is not responsible for its delivery, return, accuracy of contents, time of processing, positive or negative decisions, or accuracy of results. The application I am submitting to USCIS is my own petition, and should I encounter any delay or difficulty in delivery/receipt, I will inquire with the carrier or the agency directly.**
- I will provide OIS with a legible copy of any approval, notice of action, denial (or “Intent to Deny”), request for evidence (RFE), EAD, corrected documents, etc., as soon as they are delivered; and I understand that OIS will not update any internal files, University records or SEVIS records until they have received such copies.**
- I understand that any and all employment during the OPT period must be related to the field of study at my most recent degree level.**
- If I am engaged in on-campus employment (including RA/TA positions), I understand that I cannot continue working beyond my program end date indicated in item 5 of my most recent I-20 (last day of semester or defense date). I also understand, that it is my responsibility to uphold my commitment to my on-campus employment and that OIS does not recommend that a student interrupt employment mid-semester in order to pursue OPT.**
- I understand that I have provided OIS with a program end date (last day of semester or thesis defense), and that my I-20 document will be updated to reflect this as my program end date. I understand that it is my obligation to uphold that date, either by successful completion of my degree requirements or defense of my thesis/dissertation, and that failure to do so may result in complications to my immigration status or ineligibility for OPT. If completing a master’s or PhD degree, I understand I must also meet all degree requirements and deadlines of the NC State Graduate School.**
- I understand that unemployment during the OPT period is limited to 90 days and that OIS recommends that I document all efforts to seek employment, especially during periods of unemployment. I understand that if I exceed the 90 days of unemployment, OIS is not required to take action to terminate my status, but that there may be future consequences to my immigration status or eligibility for future visa benefits.**
- I understand that I am required to update OIS with any changes to my name, address, and/or non-immigrant visa status throughout the OPT period (including STEM extension) and that I am personally responsible for documenting all periods of employment and unemployment during the entire OPT period.**

Printed name

Signature

Date