



INTERNATIONAL PROGRAMS OFFICE

1401 Presque Isle Avenue
203 Cohodas Hall
Marquette, MI 49855
906-227-2510
ipo@nmu.edu | nmu.edu/ipo

GUIDE TO MAILING YOUR OPT APPLICATION POST-COMPLETION OPT

REMINDER: You must first receive an OPT Recommendation from the NMU International Programs Office before mailing your OPT application to USCIS.

It is the student's responsibility to ensure the Form I-765 and the OPT Application packet is completed fully, accurately, and includes all required document before submitting their application to USCIS.

1. Once you receive your new I-20, sign on the student signature line on page 2. Then compile the application documents in the following order:

- Application Fee**
 - Please see the USCIS website for the most current fee
- 2 Recent Passport-style color photographs**
 - Must Comply with U.S. Department of State passport photograph requirements
 - Write your name, date of birth, and I-94 number on the back of each photo
- Form I-765** (original)
 - Completed by the student, either typed or filled out neatly by hand using black ink. This is the document that USCIS will use to determine the spelling of your name.
- Form G-1145** (original)
 - This is a notice of Application Petition/Acceptance and allows you to be electronically notified of your application status.
- Signed I-20 with OPT recommendations**
 - Student must print their OPT I-20 and sign the *Student Attestation* section in ink (a typed or electronic student signature is not acceptable).
 - If applicable, include any other I-20s with previous OPT or CPT authorization.
- Most recent I-94**
 - Form is available on the [I94-Official Website](#)
- Copy of your **Passport Photo page** that includes your name, passport number, and expiration date
- Copy of your most **recent U.S. Visa**
- If applicable, **any previously issued EAD Cards**

2. Make a photocopy of the entire application packet for your records.

3. Send the application via UPS, FedEx or Certified U.S. Mail with Return Receipt to the appropriate U.S. Service Center serving your residence (see page 2 for address). If there are any problems with your application, you will need the mailing receipt and/or tracking information for your packet

Do NOT send your application via regular mail.

***IMPORTANT* USCIS must receive and log your application within 3 days of the issue date of your I-20. Late applications will be denied.**

Mail your completed Application Packet to the USCIS Phoenix Lockbox

For U.S. Postal Service (USPS) deliveries:

USCIS

Attn: NFB

PO Box 21281

Phoenix, AZ 85036-1281

For FedEx, UPS, and DHL deliveries

USCIS

Attn: NFB (Box 21281)

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034-4850