Form ISO-114, OPT Application Package Checklist & Mailing Information

600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114-3900
Phone: (386)226-6578
DBISS@erau.edu

Student checklist for OPTIONAL PRACTICAL TRAINING (FORM I-765) APPLICATION

FOR YOUR CONVENIENCE, PLEASE CHECK OFF AS YOU COMPLETE THE FOLLOWING STEPS:

You will submit the following items to the Immigration services office for processing of the OPT I-20. Please be advised that incomplete application packages cannot be processed and will course processing time delays

USE BLUE/BLACK INK TO COMPLETE AND SIGN ALL FORMS

PLEASE PRINT EVERY DOCUMENT ONE-SIDED AND DO NOT STAPLE DOCUMENTS

_ Completed OPT Acknowledgement Form
_ Completed Student Checklist form
_ Completed form I-765
Option 3:
- Students are not allowed to use the University address as their return address for all USCIS applications
- It is strongly recommended for students to avoid using their ERAU mailbox address
- Please provide a valid address that can receive mails for the upcoming months

Option 16: the answer to question 16:
- Post-completion OPT (after you graduate) – (c) (3) (B)

_ Check or money order payable to Department of Homeland Security in the amount of $410.00. **(Cash is not acceptable).**

_ Two photocopies of most recent electronic I-94 (www.cbp.gov/I-94).

_ Two photocopies of visa page inside your passport.

_ Two photocopies of the identity pages of your passport, which include your picture. **PASSPORT MUST BE VALID**
_ Two photocopies of any previous EAD card issued (both sides) ***IF APPLICABLE***
_ Two passport size photos (2" x 2") with a white background. Must have been taken at least 30 days from the date of filing application. Photos taken with eye glasses on are NOT ACCEPTABLE. Print your name, I-94 number, and SEVIS number on the back of the photos. Do not press on the picture.

_ Two photocopies of all pages of all I-20s issued.

_ Two copies of the proof of your Degree Completion Evaluation approval (can be the email from Office of Registrar).

_ Start date of your OPT: _____

Choosing your OPT start date

- Earliest date to submit application: At least 90 days prior to your program completion date.
- Latest start date: USCIS must receive your application within 60 calendar days after your program completion date.

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Mailing from Florida

Receiver's Name: *USCIS Dallas Lockbox*

For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:

USCIS
P.O. Box 660867
Dallas, TX 75266

For overnight/courier deliveries (non-USPS):

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

IMPORTANT

Mailing option will change depending on the address stated on your I-765 form. Please visit: https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities