Please include the following items in your PRE-OPT application packet:

- **Filing Fee for form I-765** is $410  
  Payments should be made by check or money order payable to “U.S. Department of Homeland Security” or by credit card using form G-1450 [http://www.uscis.gov/G-1450](http://www.uscis.gov/G-1450). Place your payment ON TOP of your application.

- **2 U.S. Passport-Style photographs in small envelope**  
  Please write your name and A-Number (if any) on back edge of each photo lightly in felt pen or pencil

- **Completed form G-1145**

- **Completed form I-765**

- **Include evidence of having been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary approved by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) for attendance by F-1 foreign students.**

- **Photocopy of your PRE-OPT I-20**  
  (You will need to make a copy of your PRE-OPT I-20) DO NOT MAIL THE ORIGINAL.

- **Photocopy of your Electronic I-94**

- **Photocopy of your Passport Identification Page(s)**  
  Should include your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (No additional pages required.)

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Copies of all previously issued I-20s including OPT and CPT I-20s:

- **Photocopy of all previously issued I-20s.**

- **Photocopy of all previously issued I-20s if you had CPT authorized previously.**  
  (CPT authorization appears on Page 3 of your SEVIS I-20 from CSUN or previous school.)

- **Photocopy of any previously issued I-20 for EAD** (Employment Authorization Document).  
  Examples: OPT I-20 for past degrees, Special Student Relief EAD, Economic Hardship EAD.

- **Photocopy of any previously issued EAD** (Employment Authorization Document).  
  Examples: OPT for past degrees, Special Student Relief EAD, Economic Hardship EAD.

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**IMPORTANT REMINDER:**  
The OPT application must be received by USCIS within 30 days of the date on which the Foreign Student Advisor issued the OPT I-20.

*IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.*

**Mailing Instructions**

If mailing documents from U.S. Post Office, please use Certified Mail Return Receipt and mail to:  
USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

If mailing documents by Express Mail or Courier Service, please mail to:  
USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S., Suite 100  
Phoenix, AZ 85034

If you live **outside of California**, you may need to mail your OPT application to a different USCIS Lockbox Facility (different address than the one above). Please refer to the I-765 application instructions at [www.uscis.gov](http://www.uscis.gov).