# PRE-OPT Application Packet Mailing Checklist

This Checklist is for your reference ONLY

<table>
<thead>
<tr>
<th>Please include the following items in your PRE-OPT application packet:</th>
</tr>
</thead>
</table>
| ☑ $410 Check* or Money Order* payable to “Department of Homeland Security”  
  Please write “for Pre-OPT” on the memo line and your name and SEVIS ID# on the top of the check. |
| ☑ 2 U.S. Passport-Style Photos.  
  Photos must be placed in an envelope. Please write your name and I-94 # along the back edge of the photos and on the envelope. |
| ☑ Completed form G-1145 (original) |
| ☑ Completed Form I-765 (original) |
| ☑ 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.) |

If you had CPT or OPT in the past, include the following documents as well:

| ☑ 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.) |
  Examples: OPT I-20 for past degrees, Special Student Relief EAD, Economic Hardship EAD. |
  Examples: OPT for past degrees, Special Student Relief EAD, Economic Hardship EAD. |

---

**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. If a student is submitting an application to the United States Citizenship and Immigration Services (USCIS), a check payable to "Department of Homeland Security" will accompany the student’s application. Advisors’ responsibilities are limited to reviewing the check for accuracy and returning to the student who will mail the application directly to USCIS.

**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).