OPT Mailing Checklist

Please put your packet together in the order below.

1. Form G-1145 (if you choose to use it)
3. Two color passport photos. (put inside envelope and put name on back of each photo)
4. Form I-765, completed.
5. Copy of OPT Recommendation I-20
6. Copy of the name page and photo page of your passport
7. Copy of current I-94 card (both sides)
8. Copy of U.S. visa
9. Copies of any previous Employment Authorization Documents (EAD) (both sides)
10. Copies of all previous I-20s (including other schools)

Please make copies of everything for you records. Please make sure you sign your I-20.

Mailing address verification: Consider using the OIA address (Chatham Univ.; Office of Int’l Affairs; Woodland Road; Pittsburgh, PA 15232) if you do not plan to be at the address on your I-20. We will gladly forward your employment card within the U.S. when it arrives.

We recommend sending your documents using some form of tracking.

Mailing Address:
For U.S. Postal Service (USPS) Deliveries, e.g. certified, registered, express or priority mail, please use:
USCIS
PO Box 660867
Dallas, TX 75266

For express mail and courier service e.g. FedEx, DHL, UPS, please use:
USCIS
Attn: AOS
2501 S. State Hwy. 121, Business
Suite 400
Lewisville, TX 75067