OPT Mailing Checklist

Please put your packet together in the order below.

1. Form G-1145 (if you choose to use it)
3. Two passport photos taken in last 30 days. (put inside envelope and put name and birthday 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. Print off of current I-94 number
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 plan to move between when you apply and when you graduate, we recommend using the OIA address. You must keep your address in SEVIS up to date. 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) 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