

Virginia International University

OPT Submission Checklist

- () \$340 application fee made payable to “**U.S. Department of Homeland Security.**” Do NOT use the initials “USDHS” or “DHS.” You can send a check or money order, but NO CASH.
- () Two color photos (taken within 30 days of the filing of the application). Print lightly in pencil **your name, SEVIS ID # and I-94 number** on the back of each photo. Put the photos in an envelope and attach it to the front of the I-765. DO NOT staple the photos.
- () Original Form I-765
<http://www.uscis.gov/files/form/i-765.pdf>
- () Copy of pages 1 and 3 of the new SEVIS I-20 with the DSO’s recommendations for OPT on page 3.
- () Copy of pages 1 and 3 of all previous I-20s.
- () Copy of Form I-94 Departure Record (front and back).
- () Copy of your passport – facial feature, biographical data, entry stamps, and visa pages. Make sure that your passport is still valid.
- () Your most current transcript.
- () Copy of your previous EADs (front and back), if applicable.

Note: Use **Blue Ink** to sign the Form I-765.

Staple all above documents together and send by **certified mail with a return receipt.** Write “OPT Application Documents” on the bottom left corner of the envelope. After mailing the documents, you will receive a notice (Form I-797) stating that you need to wait about 90 days to receive your EAD card.

Send To:

**U.S. Citizenship and Immigration Services
Vermont Service Center
ATTN: I-765
75 Lower Welden Street
St. Albans, VT 05479-0001**