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Tompkins Cortland Community College
Global Initiative Office, Room 230

Optional Practical Training Application Instructions

HOW TO FILE YOUR APPLICATION

I. **Acknowledgement of Understanding**

I understand that I am completely responsible for properly filing my OPT application with the USCIS, as explained below, and tracking its processing through the USCIS Case Status Online System, www.uscis.gov

_____
My signature

_____
Date signed

II. Be sure that your application contains all of the following documents:
1. Form I-765 (Properly completed and signed in blue ink)
2. Form G-1145-E Notification of Application/Petition Acceptance
3. Fee: $380 (check/MO) payable to U.S. Department of Homeland Security
4. Photocopy of newly issued Form I-20, signed in blue ink by you and with your DSO OPT recommendation on page three
5. Photocopies of all previous I-20s
6. Two passport-format photos with your name and SEVIS ID# printed on the back in pencil
7. Photocopies of all of the following:
   a. Previous EADs
   b. Passport Identification page
   c. Visa
   d. Form I-94

III. **Make a photocopy of all of the above documents for your records.**

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IV.   **Make sure that the form G-1145 E-Notification of Application/Petition Acceptance is paper-clipped (not stapled) to the top of your complete application.**

V.   **Your complete application (see II above) must be received by USCIS within the following deadlines:**
1. Within 30 days of the DSO's recommendation on your Form 1-20, that is, Signatures on pages 1 and 3.
2. For students applying for Post-OPT, your application may not be received at the USCIS Lockbox later than 60 days after you have completed your program of study.
3. It is strongly recommended that you send your application by some type of courier service that will provide you with proof of a timely receipt.

VI.   **File your complete application by express mail our courier to the USCIS Lockbox.**
            If using FedEx or other express courier:
                            USCIS
                            Attn. AOS
                            2501 S. State Hwy. 121
                            Business Suite 400
                            Lewisville, TX 75067
            If using US Post Office mailer with tracking:
                            USCIS
                            PO Box 660867
                            Dallas, TX 75266

It is strongly recommended that you send your application by express mail or courier service that will provide you with proof of timely receipt.

VII.   **If you are not using our office mailing address, send evidence of timely filing and acceptance of your application to our office and keep copies for yourself.**
1. Courier delivery receipt
2. G-1145 E Notification Application Petition Acceptance
Please note: If your complete application is returned to you for any reason, that means *it has not been accepted*. Contact our office immediately for information about your options.

VIII.   **Track the progress of your application by either contacting our office (if you requested our assistance and used our office mailing address) or through the USCIS Case Status Online System at** www.uscis.gov.

IX.   **Provide us with a photocopy of your EAD Card if it is being sent directly to you.**

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