

**DO NOT MAIL YOUR OPT APPLICATION UNTIL YOU RECEIVE FEEDBACK AND ADDITIONAL DOCUMENTS NEEDED FROM ISS! FOLLOW THE STEP-BY-STEP INSTRUCTIONS BELOW TO APPLY FOR YOUR OPT APPLICATION!**



International Students and Scholars  
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The ISS Office has moved away from face-to-face meetings with students, and our staff will now be working remotely. Because of these changes, the process for reviewing and mailing OPT packets has changed. Please follow the step-by-step instructions below. It is your responsibility to mail your OPT packet to USCIS, therefore follow our instructions carefully.

You may use the recently updated *OPT Slideshow PowerPoint* for reference when filling in your documents. This can be found on the [ISS OPT webpage](#) under the section *Application and Materials for Post and Pre-Completion OPT*.

#### **STEP 1: DOCUMENT REVIEW BY ISS STAFF**

Scan and email the following documents to [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu) for review by Maria or Jessie. We will review these documents for any errors and email you afterwards with our corrections.

- I-765
  - Do not sign the I-765 at this time
  - Do not enter your social security number on page 2 at this time
  - Make sure the I-765 is printed from the ISS webpage, and has a date of '12/26/19' listed at the bottom left of each page.
  - If completing by hand, only use **black ink**. Entering your information by computer is preferable.
  - On page 2, Question 5-6, for mailing address you may choose to keep the ISS address if you will be comfortable with having your receipt and EAD card delivered to our office. You may also choose to have your receipt and EAD card delivered to another address. If you use another address, confirm the details and do not forget to include the Apt. #.
- [G-1145 Notification of Application Acceptance](#)
- Undergraduate students – Your degree analyst will have emailed the degree verification letter to ISS, and will have CC'd you in that email. Please check if you received an email from the degree analyst.
- Graduate students – Your academic advisor may have emailed their letter to ISS, please ask them to do so if they have not yet written the letter. Alternately, attach the letter from your academic advisor.
- Scan of Check/Money Order
  - [Example of how to write a check.](#)
- Scan of Passport-Style Photos
  - [Examples of Passport-Style Photo](#)

- On the back of each passport-style photo, using either a felt-tipped pen or very gently with a pen or pencil, write your name and SEVIS ID Number. Be gentle enough that your writing does not show through on the front of the photo.
- In your email, also include your preferred employment start date:
  - Undergraduate Students – You must choose an employment start date from August 15 – October 13, 2020.
  - Graduate Students – Your academic advisor’s letter includes a program end date. Please choose an employment start date no later than 60 days from the date on your advisor’s letter.
- Include your current mailing address in the email. We will use this address to mail your OPT I-20 to you.

**STEP 2: RECEIVE CORRECTIONS BY ISS & SIGN YOUR I-765**

You will receive a response from ISS with suggested edits to make to your documents. Once all corrections are made, sign and date your I-765 on page 4 using black ink only. This must be a ‘wet’ signature, meaning you must sign it by hand and not use an electronic signature.

**STEP 3: SIGN YOUR OPT I-20**

ISS will email to you a scan of the I-20. Sign this I-20 and include a copy with your packet.

**STEP 4: PREPARE YOUR PACKET FOR MAILING**

Prepare your packet by using the order below. Remove any staples on the I-765, you will staple or clip together all documents as one:

1. Cover Letter provided by ISS
2. G-1145
3. Check/Money Order and Two Passport-Style Photos. Place your Passport-Style Photos in a clear sandwich bag
4. I-765
5. Copy of I-20 after you have signed it
6. Letter from Degree Analyst/Academic Advisor
7. Copy of I-94, can be found at <https://i94.cbp.dhs.gov/i94/#/home>
8. Copy of most recent Passport
9. Copy of most recent Visa
- 10a. If you participated in CPT you must attach copies of I-20s that show your CPT authorizations on page 2
- 10b. If you were previously approved for OPT attach a copy of the OPT EAD card

10c. If you had a previous SEVIS ID Number (N00000000 – found on top of your I-20), include a copy of that I-20 or DS-2019

10d. Other relevant immigration documents you have such as an I-797 for a change of status

#### **STEP 5: SEND FINAL SCAN TO ISS**

The ISS office needs a final scan of all of your documents. We keep the copies of your application in your file so that if there is an issue, we can review what you have submitted. Email your documents to the ISS staff member you have worked with.

#### **STEP 6: MAIL YOUR PACKET TO USCIS**

When ISS staff email your I-20 to you (See Step 3), we will include an address for you to mail your documents to USCIS.

There will be two addresses, one for mailing with FedEx/UPS, and the other if you choose USPS. **PLEASE ASK FOR DOCUMENT TRACKING.**

To save money on shipping from FedEx or UPS, create an account with [eShipGlobal](#) and prepay your shipment.

#### **STEP 7: ISS WILL MAIL ORIGINAL I-20 TO YOU**

The ISS Office will mail your original OPT Request I-20 to you using USPS.

#### **STEP 8: EMAIL COPY OF YOUR RECEIPT NOTICES TO ISS (ONLY IF USING YOUR OWN ADDRESS, NOT ISS ADDRESS ON I-765)**

Roughly 14-17 days after your documents are delivered to USCIS you will receive in the mail a paper I-797 receipt notice confirming that USCIS has received your OPT request. The receipt will include your USCIS case number, and instructions on how to check your case status on <https://www.uscis.gov/>.

**IMPORTANT:** Make a scan or use your phone and take a picture of the receipt notice and email it to [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu).

#### **STEP 9: EMAIL EAD CARD AND APPROVAL NOTICE TO ISS (ONLY IF USING YOUR OWN ADDRESS, NOT ISS ADDRESS ON I-765)**

Your OPT EAD card and Approval Notice will be delivered to the address written on page 2 of the I-765 application. These will be two separate letters. When you receive the EAD please DO NOT REMOVE the card from the paper it is glued to. Take a picture of the whole paper and EAD and email the picture to [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu).

**If you have any questions about OPT or the procedures listed on this document, please send your inquires to [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu) and we will assist you.**