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 for review by Maria or Jessie. We will review these documents for any errors and email you afterwards with our corrections.

- I-765
  - On page 2, Question 5-6, for mailing address you may choose to keep the ISS address if you will are 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. #.
- **Tips and SEVIS Requirements While on OPT**
- **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 May 16 – July 14.

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: SIGN YOUR I-765**

After you have made all ISS recommended corrections you must 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](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
NOTE: If you would like ISS to review your packet one more time before mailing please email to uwglobal@uwyo.edu. It may take several days for our staff to review these documents.

STEP 5: 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.

STEP 6: ISS WILL MAIL ORIGINAL I-20 TO YOU

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

STEP 7: 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.

STEP 8: 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.

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