

Application Instructions:

1. Attend an OPT workshop - see our website for the [schedule](#).
2. Complete Section I of the [Academic Advisor Form](#). After completing Section I print the form and submit it to your Academic Advisor or Dean for approval.
3. Gather your OPT application materials. Refer to the checklist below to determine what constitutes a complete application.
4. Visit the IO during [walk-in hours](#) to submit your complete OPT application for review. Refer to the [OPT Timeline](#) to determine when you can submit your application to the IO. After reviewing the application, your advisor will give back your OPT application materials. DO NOT mail them until you return to the IO to pick-up the IO OPT recommendation (the new I-20s).
5. Pick-up your OPT recommendation from the IO (this will consist of two duplicate I-20s containing the IO OPT recommendation on page 3). Sign page 1 of each I-20. Keep one I-20; add the other I-20 to your OPT application materials.
6. Make a photocopy of your ENTIRE OPT application before mailing it to the government.
7. Mail application to the United States Citizenship & Immigration Service (USCIS)*. We recommend using U.S. Postal Service Certified mail with return receipt. This will ensure you receive a receipt of your package delivery from the US Postal Service (NOTE: this is different from the USCIS receipt notice confirming that your application is being processed). DO NOT use UPS or FedEx because you are sending your application to a PO (post office) box. UPS and FedEx do not deliver to PO boxes.

USCIS Service Center
 Nebraska Service Center
 PO Box 87765
 Lincoln, NE 68501-7765

**Talk to your student advisor if you will not be living in the Evanston/Chicago area during the three to four month period your application is pending.*

Application Checklists:

Materials you must submit to the IO (only complete applications will be accepted):	Materials you must submit to USCIS (incomplete applications will be rejected by USCIS):
Form I-765.	Form I-765.
Photocopy of your first I-20 issued by NU – if you have misplaced your I-20, please turn in an I-20 that was stamped at the port of entry more than one year ago.	Photocopy of your first I-20 issued by NU – if you have misplaced your I-20, please turn in an I-20 that was stamped at the port of entry more than one year ago.
Photocopies of all I-20s issued for previously approved periods of full or part-time Curricular Practical Training (CPT).	Photocopies of all I-20s issued for previously approved periods of full or part-time Curricular Practical Training (CPT).
Photocopy of the front and back of your I-94 card.	Photocopy of the front and back of your I-94 card.
Photocopy of your passport biographical (picture) page with expiration date shown.	Photocopy of your passport biographical (picture) page with expiration date shown.
Photocopy of your US visa stamp.	Photocopy of your US visa stamp.
Check or money order for \$340 payable to the <i>Department of Homeland Security</i> .	Check or money order for \$340 payable to the <i>Department of Homeland Security</i> .
Two passport-style photos (photos can be obtained at the Wildcard office for a fee). Print your name and I-94 card number on the back of each photo.	Two passport-style photos (photos can be obtained at the Wildcard office for a fee). Print your name and I-94 card number on the back of each photo.
If applicable, photocopy (front and back) of previously issued Employment Authorization Documents (EAD cards) or other USCIS approved employment authorization(s).	*From the IO: I-20 reflecting OPT recommendation on page 3. (2 copies are received – 1 is kept by the student, the other is sent to USCIS. Remember: SIGN BOTH I-20's before submitting application.)
Academic Advisor Form (retained by the IO).	If applicable, photocopy (front and back) of previously issued Employment Authorization Documents (EAD cards) or other USCIS approved employment authorization(s).