Checklist for Optional Practical Training

_____ Complete Form I-765 (www.uscis.gov)
_____ I-20 with the DSO’s recommendation
_____ Photocopy of previous I-20s held by the student
_____ Photocopies of passport and VISA
_____ Copy of I-94
_____ Two Passport-style photographs sealed in plastic bag
_____ Receipt showing payment of OIP OPT Fee ($75)
_____ Bank or money order payable to “Department of Homeland Security” for $410.00
_____ Photocopies of any previous EAD cards, if applicable
_____ Form G-1145, E-Notification of Application/Petition Acceptance

*If you would like to use SHSU for your address:
1908 Ave J, SHSU Box 2150
Huntsville TX 77341-2150

Please contact for more information
Justin R. Ball, PDSO, RO
Phone: (936) 294-4607
jball@shsu.edu

If sending through Post Office
use this address
TO:
USCIS
P.O. Box 660867
Dallas, TX  75266

If sending through Private Courier
use this address
TO:
USCIS
Attn: AOS
2501 S. State Hwy 121 Business, Suite 400
Lewisville, TX  75067

2/19/2018