

OPTIONAL PRACTICAL TRAINING CHECKLIST

- Completed Form I-765 (EAD application).
- Check or money order for \$410 payable to "U.S. Department of Homeland Security".
Note that fees are subject to change.
Form I-765 fee can be found under "Forms" and "I-765" at <http://www.uscis.gov>
- Two photos, taken within the past 30 days
White background; 2" x 2"; print lightly in pencil on back of photos SEVIS ID#, full name, and date of birth
See complete photo guidelines at <http://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>
- Copy of new I-20 with OPT recommendation (*not original*), signed at the bottom of page 1 of I-20.
- Copy of passport biographical information, showing passport expiration date.
- Copy of I-94 record from <http://www.cbp.gov/i94> or if you have a paper I-94 record, copy both sides.
- Copy of CPT I-20s for current program of study (if applicable).
- Job offer letter (optional).
- Front and back of any EAD(s) previously issued (if applicable).
- USCIS e-notification (optional).
Receive an email and/or a text message that your application has been accepted, if you file Form G-1145, available at <http://www.uscis.gov> and clip it to the first page of your application.
- Make copies of application materials submitted to USCIS and keep for your records.
- Paperclip your documents together. Do not staple (not even your I-20 copy). Stapling delays processing time.
- Mail your application to one of the addresses below.
Note: If the mailing address you provided on Form I-765 (#3) is not in Nevada, [contact TMCC International Student Services](#).

For standard U.S. Postal Service (USPS) deliveries (choose a tracking option):

USCIS
PO Box 21281
Phoenix, AZ 85036

For express mail and courier deliveries:

USCIS
Attn: I-765 Unit
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034