

Pre-Completion OPT Application Checklist & Instructions

A complete OPT application must contain the following

- Completed and signed Form I-765. Complete form online and print to sign (hand-written forms will not be accepted)

Form and instructions can be [found here](#)

Students applying for **Pre-Completion OPT** should answer Question 27 with (C)(3)(A).

If you do not live in the U.S., you may use the School of Law's address as your U.S. Mailing Address for Question 5: **'In Care of Registrar' 651 E. Jefferson Ave., Detroit, MI 48226**

- **\$410** filing fee. The check or money order must be drawn on a bank or other financial institution **located in the United States** and must be **payable in U.S. currency**.

Make the check or money order payable to U.S. Department of Homeland Security. **DO NOT** USE abbreviations such as USDHS.

- A copy of Form I-94, Arrival-Departure Record card in your passport (front and back)
- A copy of your passport ID page, showing your picture, name, and date of birth; a birth certificate with photo ID. The photocopy must clearly show the facial features of the applicant and the biographical information. A color copy is preferred for clarity
- Two identical color passport-style photographs of yourself taken within 30 days of filing your application. [Please read the following on photo requirements](#)
- Copy of all previous I-20 Forms. Do not staple
- [Form G-1145](#), E-Notification of Application/Petition Acceptance – this will allow USCIS to communicate updates to your application (receipt, approval) attach to the front of the first application in the package.
- Form I-20 endorsed by a Designated School Official (DSO). This form must have been endorsed/signed within 30 days of USCIS's receipt of your application. You will need to request your OPT I-20 from your DSO before sending your application in.

- **OPT START DATE:** you may request a start date anytime during your program, after you've completed one year of study, but cannot submit your application any earlier than 90 days before your chosen date. For students applying for Pre-Completion OPT during the school year, part-time OPT is the only option. For students applying for Pre-Completion OPT during the summer, full-time OPT is the only option.
- Please make a copy of your application for your records

Submitting your application:

We recommend using Priority Mail or UPS/FedEx so you may track your application.

If your U.S. mailing address listed on the I-765 is in Michigan, mail the completed application to the USCIS Phoenix Lockbox at one of the two addresses below

For U.S. Postal Service/Priority Mail:

USCIS
P.O. Box 21281
Phoenix, AZ 85036
USCIS
Attn: AOS

For FedEx/UPS:

1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

If your U.S. mailing address is in a state other than Michigan, please check [the USCIS website](#) to confirm where you should mail your application

WHAT HAPPENS AFTER I SEND IN MY APPLICATION?

Within 1-3 weeks you'll receive an email or text confirming the receipt of your application. You will also receive an I-797 – receipt of your application in the mail. This notification will come to the address on your application, if you use the Law School as your mailing address please check with the SSC. Please read this carefully - any mistakes must be corrected before the EAD is created

Applications take between **3-4 months to process from the time of receipt**. Not from the day you send it in. If your application takes more than 90 days from **receipt, please contact your DSO**.

What do I do when my OPT is approved?

When your OPT is approved, follow up with your DSO to pick up your EAD card (if you used the Law School as your mailing address) and report your employment information. Submit an offer letter to your DSO with the following information:

- job title
- employer's EIN (tax identification number)
- hours to be worked per week
- the start date of employment