

Pre-Completion OPT Application Checklist

Be sure your application for Pre-Completion OPT contains the following documents:

- ❑ Completed and signed Form I-765. Form and instructions can be found here: <https://www.uscis.gov/i-765> Students applying for Pre-Completion OPT should answer Question 20 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 3 (651 E. Jefferson Ave., Detroit, MI 48226).
- ❑ Check for **\$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 (front and back).
- ❑ A copy of your last EAD (front and back). If no prior EAD has been issued, you must submit a copy of a government-issued identity document, such as a passport showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show the facial features of the applicant and the biographical information.
- ❑ Two identical color photographs of yourself taken within 30 days of filing your application. The photos must be 2" by 2", have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.
- ❑ A copy of all previous I-20 Forms. Do not staple.
- ❑ Form I-20 endorsed by a Designated School Official (DSO). This form must have been endorsed within 30 days of your submission to USCIS.
- ❑ Optional: To **receive a text message and/or email** when USCIS accepts your Form I-765, complete Form G-1145, E-Notification of Application/Petition Acceptance, and attach it to the front of the first application in the package. Form G-1145 and instructions can be found here: <https://www.uscis.gov/g-1145>

Mail your completed application no more than 90 days before your requested start date. We recommend that you mail your application from a U.S. Post Office and request a tracking number so that you can track its delivery. Post offices near the school of law include:

RENAISSANCE CENTER ›

100 RENAISSANCE CTR STE 1014
DETROIT, MI 48243-1199

Open M-F 10 am – 4 pm

DETROIT ›

1401 W FORT ST RM 1006
DETROIT, MI 48233-9998

Open M-F 9 am – 10 pm
Sat 9:30 am – 8 pm
Sun 12 pm – 7 pm

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 (USPS) First-Class and Priority Mail Express deliveries:

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For overnight/courier deliveries (non-USPS):

USCIS
Attn: AOS
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:

<https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>