



## OPTIONAL PRACTICAL TRAINING

### Mailing in OPT applications

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If you are applying for OPT (12 months or 24-month STEM extension) but do not live in Massachusetts and cannot come to the International House for an appointment, this handout will help you organize your documents for mailing.

Please note, mailing your documents will require more time for the application to be properly processed than if you were coming in person for an appointment. You must allow time for the application to be mailed to the International House, then for the International House to mail you back the application, and then for you to sign forms and mail the packet directly to USCIS. **If applying for your STEM OPT extension you must have at least 4 weeks left on your 12-month OPT before mailing your documentation to us** otherwise there won't be enough time to process it.

### 24-Month Extension

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What you should mail to the International House:

- Original I-765 Form signed in **BLUE** pen, must include your companies E-Verify number
- Original I-983 Form signed by both you and your employer
- Photocopies of all previously issued I-20 forms
- Photocopy of your passport ID page
- Copy of I-94 print out
- Photocopy of your OPT EAD card
- Photocopy of your diploma and/or transcript
- 2 passport sized photos (2 inch by 2 inch square, white background, must be new)
- Check or money order for \$410 made out to "Department of Homeland Security"
- A self-addressed stamped USPS/FedEx/or UPS envelope to return-mail your application packet to you

All material should be mailed to:

Colleen Callahan-Panday  
RE: OPT STEM Application  
28 Trowbridge Road  
Worcester, MA 01609

We will process and return the packet to the address indicated on your I-765 form (unless you give us a different mailing address for your packet which should be noted separately.) Once you receive the packet you will have to sign your new I-20 form and mail the application to the USCIS Service Center indicated in your packet (an addressed envelope will be included). You will be responsible for mailing the forms directly to USCIS, this should be done immediately after receiving your paperwork. We recommend sending your application with tracking.

## 12-Month OPT

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You can apply for OPT up to 90 days before your program end date (generally the last day of your final academic semester). Your OPT start date must begin within 60 days of your program completion date.

What you should mail to the International House:

- WPI 12-Month OPT Application (available on our website)
- Original I-765 Form signed in **BLUE** pen, must include your companies E-Verify number
- Photocopies of all previously issued I-20 forms
- Photocopy of your passport ID page
- Copy of I-94 print out
- 2 passport sized photos (2 inch by 2 inch square, white background, must be new)
- Check or money order for \$410 made out to “Department of Homeland Security”
- A self-addressed stamped USPS/FedEx/or UPS envelope to return-mail your application packet to you

All material should be mailed to:

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28 Trowbridge Road  
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We will process and return the packet to the address indicated on your I-765 form (unless you give us a different mailing address for your packet which should be noted separately.) Once you receive the packet you will have to sign your new I-20 form and mail the application to the USCIS Service Center indicated in your packet (an addressed envelope will be included). You will be responsible for mailing the forms directly to USCIS. We recommend sending your application with tracking.