



International Student Program

3000 Campus Drive
Livermore, CA 94551-7650

Tel: 925.424.1540

Fax: 925.424.1877

Email: sday@laspositascollege.edu

Web: www.laspositascollege.edu/international

USCIS I-765 APPLICATION FILING INSTRUCTIONS

MAILING ADDRESSES

For I-765 Application for Employment Information (such as Optional Practical Training (OPT)), please use the following address:

For U.S. Postal Service deliveries (including US Postal Service Express mail):

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries mail your application to:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

MAILING INSTRUCTIONS

You must mail your OPT application and have it received by USCIS within 30 days of your OPT recommendation by the DSO.

You may receive an e-mail and/or text message informing you that USCIS has accepted your application or petition if you file Form G-1145, E-Notification of Application/ Petition Acceptance at the USCIS Phoenix Lockbox.

We **strongly recommend** that you mail your application documents by **Certified Mail with Return Receipt** with the United States Postal Service (USPS) or by courier service (FedEx for example) to have proof that your application was received. With Certified Mail, you can be sure your article arrived at its destination with access to online delivery information. When you use Certified Mail, you receive a receipt stamped with the date of mailing. A unique article number allows you to verify delivery online. With Return Receipt, you can get proof of delivery sent to your mailbox and/or e-mail address. Please be sure to make copies of all your documents before mailing them. More information can be found at the USPS

website at:

<http://www.usps.com/send/waystosendmail/extraservices/certifiedmailservice.htm>

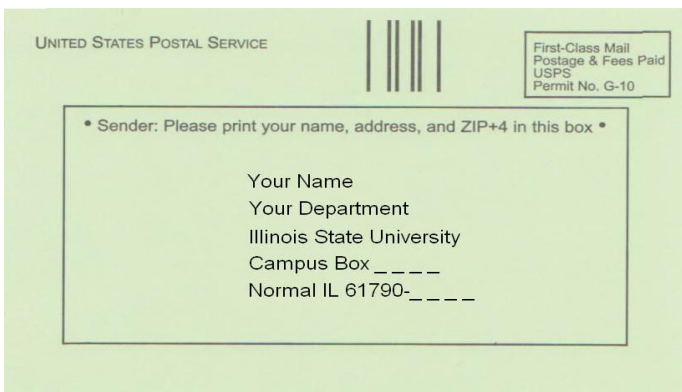


(sample photo of Certified Mail Receipt)

As of February 25, 2011, it costs \$2.80 for this service.



(sample photo of Return Receipt – back)



(sample photo of Return Receipt – front)

As of April 14, 2011 it costs \$1.10 for electronic or \$2.30 for mail confirmation for this service

Nearby post offices:

- 6937 Village Parkway, Dublin 94568
- 220 South Livermore Avenue, Livermore 94550
- 300 Black Avenue, Pleasanton 94566
- 12935 Alcosta Boulevard, San Ramon 94583

AFTER YOU SUBMIT YOUR FORM I-765

Sign Up for Case Status Updates

We highly recommend that you sign up for Case Status updates from USCIS. You can

choose to receive automatic case status updates via e-mail or text message. This is particularly useful if you are sent a Request for Additional Evidence so that you can comply in a timely manner. You may do so at:

<https://egov.uscis.gov/cris/jsps/selectusertype.jsp>

Check your Case Status

Once the application has been received by USCIS, within 2 weeks, you should receive in the mail a Form I-797-C Notice of Action letter. This letter acknowledges formally that your application has been received by the USCIS. This "Notice of Action" letter contains the your receipt number (the number at the top left of the form and beginning with "WAC" standing for "Western Adjudication Center" followed by a 10 digit number.

With this Receipt number, you can check the status of your case by visiting:

<https://egov.uscis.gov/cris/Dashboard.do>