

OPT MAILING INSTRUCTIONS

PICK UP INSTRUCTIONS:

- Don't forget to sign your I-20 before you leave the ISAO, and wait for copy to be made for your file.
- Keep a copy of the whole packet for your records.
- Keep the original I-20. The copy goes in your packet.

- You **DO NOT** need to send your advisor's recommendation form or the Checklist as they are only for UMKC internal use.
- **Please review your Checklist to see if anything is missing or needs to be corrected**
- **Please review your entire packet and ensure that all information is correct.**
- **Please make sure you have signed your I-765**

QUESTIONS ABOUT YOUR APPLICATION AFTER IT HAS BEEN SUBMITTED TO USCIS?

- Use your receipt tracking number (found on your I-797 Receipt Notice) to check your status at: <https://egov.uscis.gov/casestatus/landing.do>
- Please note that ISAO cannot call USCIS on your behalf to check the status of your application

MAILING INSTRUCTIONS:

IMPORTANT: USCIS must receive your OPT packet within 30 days from the date that your new I-20 was SIGNED BY YOUR ISAO ADVISOR.

Failure to send your packet in within that deadline will most likely result in an automatic denial.

IMPORTANT: Make sure you are not submitting your OPT packet earlier than 90 days before the end date listed on your I-20. Submitting your OPT packet earlier than 90 days will result in the denial of your OPT.

Applicants should send these items to the following address if they reside in Missouri or Kansas.

Mail your packet via FED EX or UPS ONLY:

USCIS

ATTN: AOS

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034

Delivery Phone #: 1-800-375-5283

IMPORTANT: Don't forget your reporting requirements! Review them here:
<https://info.umkc.edu/ISAO/current-students/opt/>