PICK-UP INSTRUCTIONS:

- Don’t forget to sign your I-20 before you leave ISAO, and wait for a copy to be made for your file.
  - Keep the original I-20. The copy goes in your packet.
- Double-check the notes on your OPT 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 Form I-765 and that you include all 7 pages of the form.
- Keep a copy of the whole packet for your records.
- You DO NOT need to send the following items to USCIS:
  - OPT Checklist, Advisor Recommendation Form, OPT fee confirmation

IMPORTANT REMINDERS:

- 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.

- 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 result in denial of your OPT.

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

MAILING INSTRUCTIONS:

- Missouri and Kansas residents should send their OPT application packet to the USCIS Phoenix Lockbox.

- Address below is for shipping via FedEx, UPS, or with eShipGlobal (we DO NOT recommend USPS):

  USCIS
  ATTN: NFB AOS
  1820 E. Skyharbor Circle S
  Suite 100
  Phoenix, AZ 85034
  Delivery Phone #: 1-800-816-1615

  ISAO eShipGlobal website: https://study.eshipglobal.com/

ONCE YOU’VE SUBMITTED YOUR PACKET TO USCIS:

- Use your Receipt Number (found on your I-797 Receipt Notice) to check your status here:
  - USCIS Case Status: https://egov.uscis.gov/casestatus/landing.do

- Your I-797 Receipt Notice should arrive 1-2 weeks after USCIS receives your packet. If you have not received a Receipt Notice after 3 weeks, contact USCIS to inquire about receipt of your application (be prepared to share your shipping tracking information to prove delivery of your packet).
  - USCIS Call Center: 1-800-375-5283
  - Please note that ISAO cannot call USCIS on your behalf to check the status of your application.

- If you used your own mailing address on Form I-765 and you have moved to a new address:
  - Update your address with USCIS, USPS, and with ISAO
    - USCIS: https://egov.uscis.gov/coa/displayCOAForm.do
    - USPS: https://moversguide.usps.com/mgo/disclaimer
    - ISAO: Log into Pathway and update your Local and Mailing addresses

Updated 03/2020