OPT Mailing Instructions

Send your packet to one of these addresses depending on HOW you mail it.


Mail your application to: USCIS Phoenix Lockbox

For Express mail and courier deliveries:
USCIS
Attn: NFB AOS
1820 E. Skyharbor Circle S., Suite 100
Phoenix, AZ 85034

For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 21281
Phoenix, AZ 85036
(Make sure to track your package)

If you live in: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

Mail your application to: USCIS Dallas Lockbox

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067

For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266
(Make sure to track your package)

✓ Your OPT packet must be mailed within 30 days of the date listed on page 2 of your I-20 under the advisor’s OPT recommendation and signature. USCIS will deny your application if this requirement is not met.
✓ USCIS will send your EAD card via traceable mail. Once you receive your approval notice, you can call USCIS at 1-800-375-5283 to get the U.S. Postal Service tracking number for your EAD card. You can use that number to track the delivery of your card on the U.S. Postal Service website: www.usps.com.
✓ You are only permitted to work once you have received your EAD (OPT card) AND once the start date on the card has arrived.
✓ When you receive your card, please bring/email it to Global Education so we can have a copy for our records. You should also keep a copy of the card for your own records.
✓ If you do not receive your card AFTER 90 days or if you receive a Request for Evidence from USCIS, contact Global Education immediately.
✓ If you plan to travel, you will be asked to show your OPT card and proof of current employment upon re-entry to the United States. Travel signatures are valid for 6 months while on OPT. Plan accordingly.