UNIVERSITY OF NORTH DAKOTA
INTERNATIONAL CENTER

APPLICATION PROCEDURE

1. Upon receipt of the new I-20, sign the student signature line on page 1.

2. Compile the application in the following order:

   - **Application Fee** ($410 made out to U.S. Department of Homeland Security)
   - **2 Passport Photos** (write your name, Date of birth and I-94 number on the back of each photo)
   - Form **I-765 (original)**
   - Form **G-1145 (original)** Allows you to receive electronic notifications, https://www.uscis.gov/g-1145
   - **Copy of OPT or STEM Extension I-20** that you received from your International Student Advisor (you should keep the original)
   - **Copies** of any I-20s that have previous OPT or CPT authorization
   - **Official transcript** (STEM Extension only)
   - **Letter from your employer** – indicating employment dates, hours, compensation and duties (If applicable)
   - A copy of your MOST RECENT **Form I-94**
   - A copy of **passport photo/information page showing the passport expiration date**
   - A copy of your **most recent U.S. visa**.
   - Copies of any current and **previous EAD cards** (If applicable).

3. Make a photocopy of the **entire** application packet for your records

4. Send the application via UPS, FedEx or Certified U.S. Mail with Return Receipt to the appropriate U.S. Service Center serving your residence (see Service Center Filing Chart on the back of this page or go to http://www.uscis.gov). You can also use https://study.eshipglobal.com/ to ensure it goes to the right place. If there are any problems with your application, you will need the mailing receipt and/or tracking information for your packet. Do not send your application via regular mail. *IMPORTANT* USCIS must receive and log your application within 30 days of the issue date of your I-20. Late applications will be denied.

5. When a decision is made, please send a scan of your results and new documents along with your full name, SEVIS ID, and UND student ID number to und.internationalstudentadv@email.und.edu

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Where to send your application

USCIS Phoenix and Dallas Lockbox facilities For Filing Form I-765	
If you live in:	Mail your application to:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada**, North Dakota**, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.	USCIS Phoenix Lockbox For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036 For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
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	USCIS Dallas Lockbox For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266 For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067