

UNITED STATES CITIZENSHIP & IMMIGRATION SERVICES
PHOTO GUIDELINES FOR VISA APPLICATIONS AND PETITIONS
THAT REQUIRE PHOTOS

Beginning September 1, 2004, applications to USCIS requiring passport photos must be accompanied by the same style of full face photograph as is used for visa applications, as describe below. The photographs submitted to USCIS must be color photographs. The photos must be on white background and be less than 30 days old.

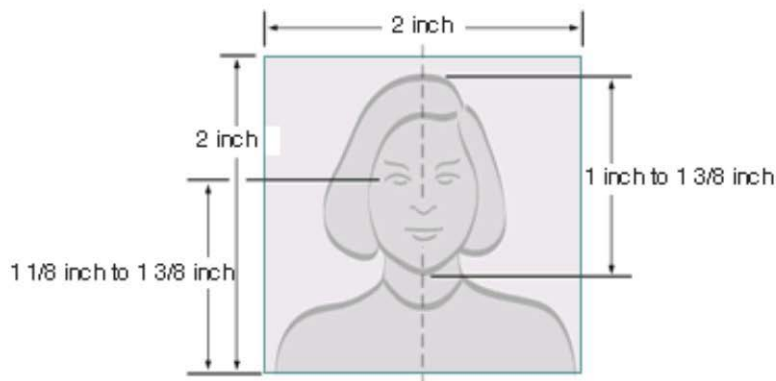
Photo composition template

Make sure the photo presents the full head from the top of the hair to the bottom of the chin

Center the head within the frame

The person in the photo should have a neutral expression and be facing the camera

Paper Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo

Well Composed Photo Composition Examples



NOTICE:

Form I-765 Application Fee is \$410.00

Payment must be made ONLY with:

PERSONAL CHECK

Or

MONEY ORDER

Payable to:

US DEPARTMENT OF HOMELAND SECURITY

United States Citizenship & Immigration Services

Website for Submitted Application Status

- 1. Go to: <http://www.uscis.gov/portal/site/uscis>**
- 2. On the right hand side click: My Case is Pending**
- 3. On the right hand side click: Case Status Online**
- 4. Click: Online**
- 5. Type your SRC Number – Do not include dashes or spaces**



DIVISION OF GLOBAL DIVERSITY,
INCLUSION & INTERCULTURAL AFFAIRS
LAMAR UNIVERSITY
Office of International Student Services

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**REPLACEMENT INSTRUCTIONS FOR
OPTIONAL PRACTICAL TRAINING
EMPLOYMENT AUTHORIZATION DOCUMENT
(EAD CARD)
TEXAS SERVICE CENTER (USCIS)
February 14, 2017**

The Texas Service Center (USCIS) requires all students that are applying for a replacement EAD Card to submit the following documents with the International Office:

- Form I-765 - Re-file a new Form I-765 & indicate "REPLACEMENT" on form.
- \$410.00 Application Fee for Form I-765 (Cashier's Check or Money Order to be made payable to Department of Homeland Security)
- 2 Passport photos
- Submit all documents to appropriate USCIS Lockbox address.

USCIS Lockbox address for submitting your application

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 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

If you live in:

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.

Mail your application to:

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

INSTRUCTIONS FOR SUBMITTING YOUR OPT PETITION TO USCIS SERVICE CENTER

Effective October 19th, 2016, the International Student Service Office will no longer submit OPT petitions to USCIS on behalf of students. **All students will now be required to submit their own OPT petitions to USCIS.**

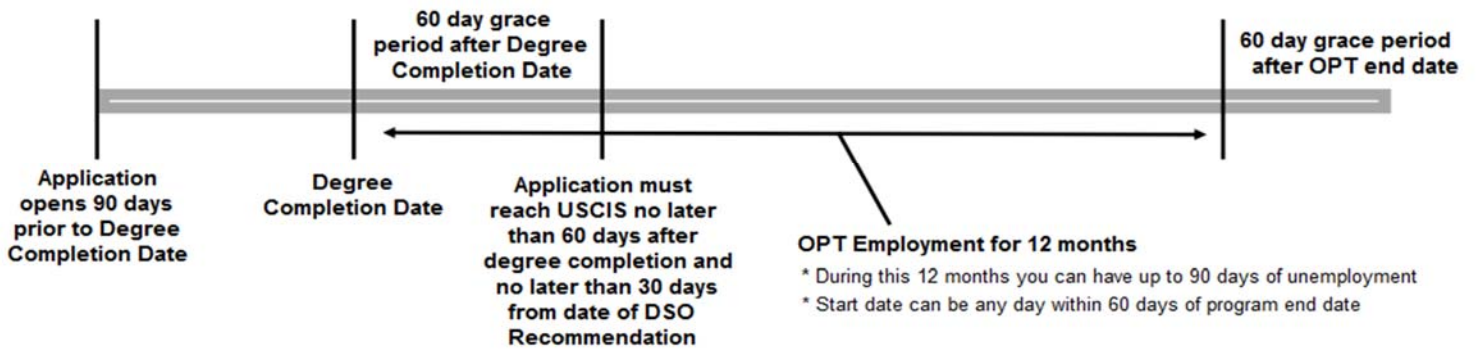
The I-765 and OPT I-20 must be received by USCIS no sooner than 90 days before the program end date, and no later than 60 days after the program end date. In addition, the Form I-765 and supporting documentation for post-completion OPT must be received by USCIS **no later than 30 days after the DSO updates SEVIS with the OPT recommendation.** The following documents should be sent:

- Form I-765, current version, completed and signed by the student, marked with the appropriate code (**C3B**) at item 16.
- Copy of SEVIS I-20 with the OPT recommendation, signed by the DSO and student.
- \$410.00 I-765 filing fee in the form of a check or money order payable to "U.S. Department of Homeland Security".
- 2 identical immigration-style photos taken within 30 days of filing Form I-765.
- Photocopies of all prior Forms I-20, especially those on which CPT or OPT was granted previously, so that all prior periods of CPT and OPT, and whether they were for full-time or part-time training, can be reviewed by USCIS.
- Photocopies of any previous employment authorization documents (EAD cards).
- Photocopy of Form I-94 (both sides of cardstock I-94 or copy of electronic Form I-94 printout).
- Photocopies of the following passport pages:
 - Passport ID pages: photo page, page with passport validity dates, including renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
 - F-1 visa page (if any)
- Mail all of the above to the [USCIS Lockbox Facility with jurisdiction over the student's place of residence](#). The Lockbox will then forward the application to the proper USCIS Service Center for adjudication.

NOTE:

USCIS announced on March 28, 2016, I-765 lockboxes began sending to the Potomac Service Center all newly filed Form I-765s filed by F-1 and M-1 students seeking Optional Practical Training (OPT). When the lockbox sends an OPT application to the Potomac Service Center, it will send the applicant a notice with a receipt number that begins with YSC, which is the prefix used to identify cases adjudicated by the Potomac Service Center. The filing location and instructions for Form I-765 will not change. Applicants should continue to file the form at the address listed under Where to file in the Form I-765 instructions and on the [USCIS I-765 web page](#). See back page for details.

OPT Timeline



Timeline of Events after Submitting Documents to USCIS

1. USCIS sends Receipt Notice informing you they have received your request
2. If approved, USCIS sends I-797 Approval Notice
3. USCIS sends Employment Authorization Document (EAD) Card

You should receive a decision within 90 days from the receipt date on your Form I-765.

