New York University – Special OPT Mailing Process

Step 1: Students register with NYU.edu email address.

![UEMS Registration Form](https://example.com)

Step 2: Students activate the account by clicking on a link sent to their registered NYU.edu email address.

Step 3: Logins to UEMS.
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Step 4: Students would see this welcome page. This is customized so they can click only on OPT Icon or the “Send documents to USCIS” bar.

Step 5: Sender’s address is defaulted to their profile address.
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Step 6: Students can choose between USCIS phoenix lockbox and Dallas lockbox. The address is pre-loaded. The only thing that can be edited is the recipient name.

Step 7: Lastly, on the shipment form students would select the type of document and continue.
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Step 8: NYU students are presented with a highly-discounted rate and 3 options to choose from.

Step 9: When continued, students have an option to pay by credit card or paypal. (screen shot to be updated).
Step 10: Students click on “Print Label” and complete the process.