STEM OPT Extension
I-765 Online Filing Guide

☑ This guide should only be used for **Form I-765 for STEM OPT applications filed online, not any other type of USCIS application**. If you are replacing a lost, stolen, or incorrect EAD card, please consult with a Designated School Official.

☑ This document, as well as any other application review support from MIU, should not be considered legal advice. Please be aware that Designated School Officials are not legal professionals and any recommended changes are only suggestions based on experience. You are responsible for accurately completing your forms and timely submitting your application!

I-765 Online Filing Steps: Overview

- **Step 1**: Create a USCIS online account or sign into an already existing account on the USCIS website. Details on how to create an account are available on the USCIS website.

- **Step 2**: Select "File a Form Online"

    Select "Application for Employment Authorization (I-765)".

- **Step 3**: Complete all sections of the I-765 online (as outlined in this guide).

    Note: You can save a draft of your application and finish at your own pace

- **Step 4**: Monitor your case status and respond to any requests for evidence.

For additional support, see USCIS' Tips for Filing Forms Online, or consult with a DSO.

Getting Started

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

Basis of Eligibility

- **What is your eligibility category?** Select "STEM Extension, (c)(3)(C)"
- **What is your degree?** Your degree is MS Comp Science
  Your CIP code is 11.0701
- **What is your employer's name as listed on E-verify?** Write your employer's name exactly as listed in E-verify.
- **What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?** Fill in your employer's E-Verify Number (not EIN). This should be a number between 4-7 digits long.

Reason for Applying

- **What is your reason for applying?** Select *Initial permission to accept employment*
  *(Note you are NOT applying for Renewal because STEM is a different category than OPT)
- **Have you previously filed Form I-765?** Select Yes

Preparer and Interpreter Information

- **Is someone assisting you with completing this application?** Select No

About You

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started

About You
- Your name
- Your contact information
- **Describe yourself**
- When and where you were born
- Your immigration information
- Other information

Evidence

Additional Information ⭐

Review and Submit

Your Name
- **What is your current legal name?** Enter your full name as it appears on your **passport**. If your full name does not fit in the spaces provided, use the *Additional Information* ⭐ section to list your full name.
- **Have you used any other names since birth:** You can use this section if you have ever changed your name OR if your name appears differently on various legal documents. *If this does not apply to you, select* "No".

Your Contact Information
- **How may we contact you?**
  - ❑ Daytime telephone number
  - ❑ Email address
  - ❑ What is your current U.S. mailing address? (see next page)
  - ❑ Is your current mailing address the same as your physical address? (see next page)

Describe Yourself
- **What is your gender?** Mark the box that best describes you.
- **What is your marital status?** Mark the box that best describes you.

About You

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

US Mailing Address: The address you enter here is where your EAD card and any other notices from USCIS will be mailed. **This should be an address where you can securely receive mail for the next 3-6 months.**

If the mailing address you are using is different from where you live, select "No". You will be prompted to list your current residential address. If the mailing address you are using is the same as your physical address, select "Yes".

IF YOU MOVE you MUST UPDATE your mailing address using your USCIS account, or File Form AR-11, AND Update the US Postal Service of your new address. If you prefer, you may choose to use MIU's address instead. If you do, please use the address below:

**c/o Heather Loveland
Maharishi International University
1000 N. 4th Street, MR 759
Fairfield, IA 52557**

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town **State** **ZIP code**

Is your current mailing address the same as your physical address?

○ Yes

Ⓧ No   Select "NO" ONLY If you decide to use MIU's mailing address instead of your own.

About You

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

When and Where You Were Born

- What is your **city/town/village, state/province, and country of birth?**
- What is your **date of birth?** Enter your date of birth in MONTH/DAY/YEAR format.

Your Immigration Information

- What is your **country of citizenship or nationality?** If you are a citizen or national of more than one country, select *+ Add Country* to add all the countries where you hold citizenship.
- What is your **Form I-94 Arrival-Departure Record Number?** You can find this on your I-94 record.

- **When did you last arrive in the United States?**
  - ❑ **Date of Arrival:** You can find this on your I-94 record.
  - ❑ **Place of arrival** (Port of Entry): Click on the Travel History button at the bottom of your I-94 record to access this information.   Enter city and state
  - ❑ **Status at last arrival**: Select **F-1 Student**

- What is the **passport number** of your most recently issued passport?
- What is your **travel document** number (if any)? You can leave this blank unless you have a travel document other than a passport.
- What is the **expiration date of your passport** or travel document?
- What **country issued your passport** or travel document?
- What is your **current immigration status** or category? Select **F-1 Student**
- What is your **Student and Exchange Visitor Information System (SEVIS) Number?** You can find your SEVIS ID number on your I-20.

About You

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

Other Information

- **What is your A-number?**
  - ❑ You can enter the 9 -digit "USCIS #" on your current EAD card as your "A - Number".

- **What is your USCIS Online Account Number?**
  - ❑ Select "I do not have or know my USCIS Online Account Number."

- **Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?**
  - ❑ Select Yes.

- **Do you want the SSA to issue you a Social Security card?**
  - ❑ Select No because you already have an SSN and card.

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

- Getting Started ⌄
- About You ⌄
- **Evidence** ⌃
  - 2 x 2 photo of you
  - Form I-94
  - Employment Authorization Document
  - Form I-20
  - **College degree**
  - Institution accreditation
- Additional Information ⌄
- Review and Submit ⌄

Evidence

2x2 Photo of you:
- Upload a **recent** passport photo that meets USCIS specifications. Use the photo tool to upload your photo and ensure it meets the photo requirements.

Form I-94:
- Upload a COPY of your I-94 record. You can look up your most recent I-94 online.

Employment Authorization Document:
- Upload a COPY of your **Passport ID page** and,
- Upload a COPY of the *Front and Back* of any previous/**current EAD(s)**. All students applying for the STEM OPT extension have a current EAD and may have previous EADs.

Form I-20:
- On the page that asks for "Certificate of Eligibility for Non-immigrant Student Status," **Upload a COPY of your STEM I-20 (after you have printed and signed/dated the I-20 in ink)**
  *Note that we will NOT issue you this I-20 to you until you send us the draft of your I-765 for review

College Degree
- Upload a COPY of your **diploma**.
- You may Upload a COPY of your Official Transcript and EVL in lieu of your diploma if you have not yet received it. Order these here: https://students.miu.edu/transcript-and-verification-requests/

Institution Accreditation
- Not Applicable! ALL MIIU students are applying for STEM based on their MIU earned degree and therefore you do not need to provide any evidence of Institution Accreditation because MIU is a a SEVP certified school.

Additional Information

(as applicable to your situation)

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌄

Evidence ⌄

Additional Information ⌃

  Additional information

Review and Submit ⌄

USE THIS SECTION IF:

- You need to list your complete degree information from the *Getting Started* section.
  - Write out the full **level**, **name** & **CIP code** of your degree as listed on your I-20, if this information could not fit in the *Getting Started* section.
  - Example: **Complete degree information: Bachelor's in Econometrics and Quantitative Economics 45.0603**

- Your full name could not fit in the *About You* section.
  - Example: **Complete legal name: Last name:_____, First name: _____, Middle Name: _____**

- Your I-94 record does not list your most recent entry.
  - Example explanation: **Public I-94 record system was not updated after most recent travel to Canada. The I-94 record uploaded in the "Evidence" section does not reflect my most recent entry to the United States referenced in the "About You-Your Immigration Information" section.**

- You've had any previous SEVIS ID Numbers:
  - **Section**: About You, **Page**: Your Immigration Information
    Additional Information: List your previous SEVIS ID number and the degree level (High School, Bachelor's Master's, etc.) associated with that SEVIS ID.

Review & Submit

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌃

    Review your application

- **Review your application**:
  - Go to "Applicant Summary" and click on "View Draft Summary"
  - Send draft summary to of your Form I-765 to opt@miu.edu
  - **AFTER** a DSO has reviewed your application you will be issued a new **STEM I-20**
  - You must *print* and *sign* the new I-20 in ink, and upload it as evidence when asked for your *"Certificate of Eligibility for Non-immigrant Student Status."*
    *** If you submit your application without a STEM I-20 it will be DENIED***

- **Read and agree to the "Applicant's Statement".**

- **Digitally sign**

- **Pay the application fee:** The system will direct you to Pay.gov, a US government payment site, to pay the required I-765 application fee **($410)**. You will be able to pay using a US credit/debit card or through an ACH transfer (direct withdrawal) from your US checking account.

- **Submit your application!** After submission, your application will automatically be assigned a USCIS receipt number. You can immediately go to your myUSCIS account portal's Documents tab and find your *Receipt Notice.* Please email a PDF of your Receipt Notice to opt@miu.edu **ASAP**.

IMPORTANT: Once you submit your payment information and the payment is successfully received, USCIS considers your application OFFICIALLY SUBMITTED. You cannot change or edit your I-765 application responses after payment has been submitted.