F-1 OPT STEM Extension Application Checklist

REMINDER: The OPT application must be received by USCIS within 30 days of the date on which ISSS issues an OPT I-20. If filed with USCIS after 30 days of the OPT I20 issuance date, your application will be denied.

To prepare the OPT application for USCIS, assemble the following documents:

☐ Form G-1145, E-Notification of Application/Petition Acceptance – (recommended)
- To receive an e-Notification when your Form I-765 has been accepted
- Attach it to the front of the application

☐ Two US Passport-Style Photos
- Taken recently
- Lightly print your name and I-94# on the back of each photo with a pencil
- Individuals should not wear glasses when posing for their photos.
- The picture should be taken within 6 months.

☐ I-765 Application Fee
- Currently fee is $410; https://www.uscis.gov/forms/our-fees
- Personal check or money order payable to "US Department of Homeland Security" Do not abbreviate.
- Provide your "full name" and "SEVIS ID" on the top right hand corner in pen
- Provide I-94 # on the memo line.
- Do not use starter checks (those that do not have your name/address printed)

☐ Form I-765
- Type or print legibly in black ink
- Be sure to sign in blue ink and within the signature box
- Select Reason for application: "I am applying for" select "Renewal of my permission to accept employment"
- For item #3, make sure the address you list on this form will be accurate for at least 90 days as this is where USCIS will send your Receipt Notice, Approval Notice and EAD. If you changed an address, you would be required to submit AR-11 Form with the USCIS.
- In Item #27 write:
  - ♣ (c) (3) (c) for STEM Extension
- In item #21 include the CIP code and/or your degree as listed on your I-20. Your employer's name and their E-verification identification number.

☐Photocopy of STEM OPT Extension Recommendation I-20's with the signature.

☐Photocopies of all previous I-20's with the signature.

☐ I-94 Printout www.cbp.gov/i94 or copy of the I-94 card (front and back)

☐ Photocopy of passport bio page

☐ Photocopy of F-1 visa or I-797A

☐ Photocopy of all previous EAD

☐ Photocopy of the qualifying STEM degree transcript and/or diploma (if it states the major)

Final Steps:
1. Check all documents for completeness and accuracy.
2. Be sure to sign Forms I-20 and I-765.
3. Make a complete copy of your application for your records.
   • Keep a copy of your express mail receipt and money order receipt, if applicable.
4. Mail completed application to the following:

If your address is IN California, mail the above documents to:

For U.S. Postal Service	Private Courier (FedEx, DHL or UPS
USCIS, PO Box 21281 Phoenix, AZ 85036	USCIS, Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034

If your address is OUTSIDE California, visit http://www.uscis.gov/i-765-addresses for the appropriate USCIS lockbox to send your OPT application.

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