

USCIS STEM OPT Extension Application Checklist

Items to be submitted to United States Citizenship and Immigration Services (USCIS)

The Center for International Programs has updated your I-20 reflecting our support of your petition to file for STEM OPT Extension. It is your responsibility to complete the required application and submit it in a timely manner to USCIS. Your application must be received by USCIS within 30 days of the date that appears on item 10 on page 1 of the STEM OPT Extension I-20.

USCIS APPLICATION CHECKLIST

Assemble application materials in the order indicated below. Please paperclip check and passport photos on top.

- ☐ **Form G-1145:** Typed, not handwritten
- ☐ **Original, signed Form I-765:** Typed, not handwritten
 - At the top of the form, check the box: *Renewal of my permission to accept employment*
 - Item 11: Have you ever received an EAD card before? If yes, provide info for all previous EAD cards:
 - ◊ Which USCIS Office? California, Texas, Vermont or Nebraska Service Center
 - ◊ Dates: Dates of EAD card validity
 - ◊ Granted
 - Item 16: Eligibility category is (c) (3) (C) (small c, number 3, capital C)
 - Item 17: Degree is listed on page 1 of the I-20
 - Signature: Use black ink to sign between horizontal lines. Signature must not touch either line
- ☐ **Form I-983 – Training Plan for STEM OPT Students**
- ☐ **Photocopy** of STEM OPT Extension I-20 pages 1 and 3, signed at Line 11 with name, signature and date
- ☐ **Printout** of I-94 Arrival/Departure form (<https://i94.cbp.dhs.gov/I94/#/home>)
- ☐ **Photocopy** of passport page with photo, passport number and expiration date (must be valid for at least 6 months prior to application date)
- ☐ **Photocopy** of all previously issued EAD cards and OPT I-20's
- ☐ **\$410 check payable to:** U.S. Department of Homeland Security (Fees subject to change; please visit www.uscis.gov or call USCIS National Customer Service at 1-800-375-5283 to verify filing fee)
- ☐ **Two (2) U.S. style passport photos:** Write your name and I-94 number on the back of each photo
 - Passport photos must be 2" x 2" with proper facial dimensions of U.S. style passport photos taken within 30 days
- ☐ **Verification of graduation from WCU:** Provide an official or unofficial WCU transcript; or a copy of a WCU diploma showing degree earned and program of study

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MAILING INSTRUCTIONS:

1. Make copies of the entire application for your records and mail by certified U.S. mail. Application must be received by USCIS within 30 days of the date that appears on page 1 at item 10 (reflected on the signature line of your I-20).
2. Mail application to the USCIS Lockbox for the state you currently live in:

If you currently 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:

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 currently 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:

For U.S. Postal Service (USPS) Deliveries:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express Mail and Courier Deliveries:

USCIS
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034

REPORT REQUIREMENTS WHILE ON OPT STEM EXTENSION

All students on OPT are required to report to the CIP within 10 days of any change of:

Legal name	Loss of employment
Residential or mailing address	Any interruption of employment
Employer name	Change in degree level
Employer address	Transfer to another school

ADDITIONAL INFORMATION

- Students who file the STEM extension application in a timely manner will be able to continue employment until a final decision is made by USCIS or for 180 days, whichever is earlier.
- The CIP advises students not to travel until STEM Extension application is approved and a new EAD card has been received.