West Chester University of Pennsylvania

Center for International Programs

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.

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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

- Item 27: Eligibility category is (c) (3) (C) (small c, number 3, capital C)
- Item 28: Degree is listed on page 1 of the I-20

☐ **Form I-983 –** Training Plan for STEM OPT Students

☐ **Photocopy** of STEM OPT Extension I-20 with your 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

Center for International Programs ~ Mitchell Hall ~ 675 S. Church Street ~ West Chester, PA 19383
Phone: 610-436-3515 ~ Fax: 610-436-3426 ~ Email: international@wcupa.edu

02/2022

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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:

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USCIS Chicago Lockbox

U.S. Postal Service (USPS)
Attn: I-765 C03
P.O. Box 805373
Chicago, IL 60680-5374

FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-765 C03 (Box 805373)
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

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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.

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