



## Optional Practical Training (OPT)

### STEM EXTENSION APPLICATION - MAILING CHECKLIST & INSTRUCTIONS

Thank you for picking up your application and supporting documents for Optional Practical Training (OPT) STEM Extension. USF International Student and Scholar Services (ISSS) has updated your I-20 reflecting our support of your petition to file for OPT. **It is your responsibility to complete the required application and mail it to USCIS in a timely manner.**

The OPT STEM Extension application must be received by USCIS within **60 days** of the date that appears on page 1 of the OPT STEM I-20.

All OPT STEM applications may be received by USCIS up to **90 days before** the Post-Completion OPT EAD End Date and no later than the OPT EAD end date.

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### USCIS APPLICATION CHECKLIST

Please assemble your application materials in the following order. **Clip payment and photos with I-765.**

1.  **G-1145, e-Notification of Application/Petition Acceptance**  
This form is optional. Should you elect this option, it must be placed on top of the I-765.
2.  **I-765, Application for Employment Authorization**  
Original & signed.
3.  **I-94, Arrival-Departure Record**  
Available at ([i94.cbp.dhs.gov](http://i94.cbp.dhs.gov)).
4.  **Passport Biographical Page**  
Photocopy of passport page with photo, passport number and expiration date (must be valid for at least 6 months from application date).
5.  **OPT STEM I-20**  
Photocopy of completed OPT I-20, signed and dated at the bottom of page 1.
6.  **Other I-20 — If Applicable**  
If you have been previously authorized for OPT or CPT include copies of these I-20s. If you are applying based on a previous STEM degree, include I-20 copy that shows this STEM degree. If you are missing an I-20 that shows your OPT or CPT authorization, you will need to write the missing I-20 letter.
7.  **Diploma**  
Photocopy of diploma reflecting the conferred degree as well as your major field of study.
8.  **Two (2) U.S. Style Passport Photos, Clip to I-765**  
Write your name and I-94 number on the back of each photo.  
Must be taken within the past six (6) months.  
Passport photos must be 2x2" with proper facial dimensions of U.S. style passport photos.
9.  **Filing Fee, Clip to I-765.**  
Filing fee is **\$410.00**.  
*Please be sure to enclose the correct amount, failure to do so may result in application denial. For regular OPT and STEM OPT this is the only fee you need to pay.*  
Check or money order payable to: **U.S. Department of Homeland Security**.
10.  **Previous Employment Authorization Document (EAD)**  
Photocopy only. Front and back.
11.  **Letter from Student or Employer — Optional**  
This is optional. The letter must indicate how the employment relates to the degree.



## MAILING INSTRUCTIONS

- Make photocopies of the entire application for your records.
- Mail application packet by Certified US Mail or private courier to the appropriate USCIS Lockbox Facility.
- **Application must be received by USCIS within 60 days of the OPT STEM I-20 Issuance Date.**

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### IF YOUR ADDRESS ON I-765 IS 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:

U.S. Postal Service (USPS) Deliveries  
USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

For Express Mail and Courier Deliveries  
USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S, Suite 100  
Phoenix, AZ 85034

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### IF YOUR ADDRESS ON I-765 IS 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  
P.O. 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

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## NEXT STEPS

- Several weeks after mailing the application, you should receive an **I-797C Notice of Action** receipt notice from USCIS.
- **You must keep this document as proof that USCIS is processing your application.**
- You may check the status of your application by visiting ([www.uscis.gov](http://www.uscis.gov)) and clicking on the “My Case Status” page.
- **If 90 days have passed** since the receipt date on the I-797C and you have not received any decision notice regarding your case, please contact USF ISSS and provide a copy of the I-797C.

For more information, please visit ([myusf.usfca.edu/iss](http://myusf.usfca.edu/iss))