STEM OPT Extension Application - Checklist

When applying for STEM Extension of Optional Practical Training (STEM OPT), please make sure you submit the following documents to the Service Center:

- Form I-765 (With a hand-written signature in black ink. **No stamped or electronic signatures**)
- Form G-1145
- Copies of previous EAD card(s)
- Copy of passport bio page
- Copy of latest F-1 visa
- Copy of I-94 (front and back if you still have the I-94 card in your passport)
- Two passport photos
- Copy of your TTU diploma

- Original I-20 with STEM Extension request notation on page 2 (make sure you sign it on page 1)
- Check or money order for $410 (made out to: Department of Homeland Security)

Please note: I am sending you 2 original I-20's. Make sure you sign them on page 1. One I-20 has to be sent in with the I-765. One is for you.

Please find the appropriate Service Center – based on your current address listed on the I-765 – on the attached information sheet.

Your STEM OPT Application has to reach the Service Center within 60 days of the date the I-20 was issued and/or before your current OPT ends (whichever date comes first) or the application will be denied.

We are recommending that you make copies of all documents you are submitting to the Service Center before sending the application.

About 5 to 10 days after submitting your application you should receive an I-797C receipt notice (mailed to the address on the I-765) as evidence that the USCIS has received your application. That form will have a receipt number. This is your case number and you can use it to check the status of your application at the uscis.gov website.

NOTE: We **strongly** recommend that you apply early for your STEM OPT extension (90 days before the end date of your regular OPT) even though you can continue for up to 180 days beyond the end date on your 12-month EAD card while your OPT STEM extension application is pending.

Please check the accuracy of your personal information immediately after you have received the I-797C letter and request correction if needed.

<u>Once you have received your new EAD-Card. Please make sure to scan and email a copy of it (front and back) to me.</u>

I-765 Mailing Addresses

Mail your application to:

USCIS Chicago Lockbox

FedEx, UPS, and DHL deliveries (Highly Recommended!):

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

U.S. Postal Service (USPS):

USCIS
PO Box 805373
Chicago, IL 60680

E-Notification: If you want to receive an email and/ or text message that your Form I-765 has been accepted at a USCIS facility, complete Form G-1145, E-Notification of Application/ Petition Acceptance and clip it to the first page of your application.