

STEM OPT Extension

Online Application Checklist

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

➤ Follow these steps to help with your STEM OPT Application

STEP 1: Review the [video](#) on the I-983 and reporting requirements, then take the quiz.

➤ We will not issue your new I-20 until you take this quiz and complete STEP 2.

STEP 2: Complete Form [I-983](#) THROUGH page four (4) only.

➤ Download the Guide to Completing the I-983 on the [website](#)

➤ Start early. You need your supervisor and/or HR office to sign this.

STEP 3: Complete the [OPT Reporting](#) form and upload the I-983.

➤ You must complete this form for us to issue the I-20.

STEP 4: Prepare **Required Documents for the Evidence section of the STEM OPT application** (see next page) – make a folder for just these documents

STEP 5: Go to: <https://myaccount.uscis.gov/> and log into your USCIS account

STEP 6: Select My USCIS, complete and submit the I-765: Application for Employment Authorization **within 30 days of the OPT I-20 date**

➤ Check out the **Step-by-Step Screenshot pdf** on the [website](#)

➤ **You must choose:** STEM Extension: (c)(3)(C)

➤ Need help? [Book an OPT Meeting](#)

After Submission

➤ Download a copy of your Final I-765 for your records

➤ Upload to: <https://sdsmt.presence.io/form/upload-forms>

➤ Set notifications in your USCIS portal to receive both text messages and emails

➤ log into your account on a weekly basis for updates or action items for your application.

➤ Download a copy of the reporting requirements on the [website](#)

Have questions or need additional help? Contact us:

Ivanhoe International Center
501 East St. Joseph Street
Rapid City, SD 57701
605-394-6884
Email: International@sdsmt.edu

<https://www.sdsmt.edu/International/>

Skype: sdsmt.international

Google Voice: 605-388-2003

Whatsapp: SDSMT International – 605-388-2003



**SOUTH
DAKOTA
MINES**

STEM Extension Application

Required Documents for each section of I-765

Miscellaneous FAQs when filling out the I-765

- **Biometrics are not routinely required for OPT applicants**
- **Eligibility category?**
 - ❖ STEM Extension: (c)(3)(C) – **Reason:** Renewal of permission to accept employment
- **Want your EAD sent to the Ivanhoe International Center? Let us know you are doing this.**
 - **In care of name (if any):** Ivanhoe International Center
 - **Address Line 1:** 501 East St. Joseph Street; **Address Line 2:** *leave blank*
 - **City or town:** Rapid City; **State:** SD; **ZIP code:** 57701
 - ❖ **Physical Address** – Use your current address
- **Travel Document Number:** leave blank, you do not have this.
- **What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?:** I-20 number
- **A-number:** See your current EAD card
- **USCIS Online Account:** If you logged in successfully with your account from last year, this will already be filled in. You do not need to do anything. If you must create a new account, leave blank.

Evidence

**All documents must be in a certain format and no more than 6 MB per file:
JPG, JPEG, PDF, TIF, OR TIFF (exceptions are specified below)**

Name document with simple text (no special characters).

- **2X2 photo of you:** US passport-style photo – 2"x2" (taken within the last six (6) months)
 - ❖ Must be 600x600 pixels; no more than 6 MB: file must be a **JPG, JPEG, TIF, OR TIFF** – **NO PDF.**
 - ❖ Check the guidelines here: <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
- **Form I-94 or passport:** Use the most recent from the website: <https://i94.cbp.dhs.gov/i94/#/home#section>; or a copy of passport (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
- **Employment Authorization Document:** use your current EAD card front and back
- **Requested STEM OPT I-20 from the Ivanhoe International Center** – This is a new I-20. Do not submit without it.
- **College Degree:** This is your Diploma. Don't have one, contact the [registrar's office](#)
- **Institutional accreditation:** This is your transcript (front and back) with the degree conferred at the top.
 - Need a transcript? Order [one here](#)

Form Filing Fee Section – Will direct you to the [pay.gov](#) website to pay;

- ❖ Before you submit the application make sure to:
 - ✓ **Call your credit card company or bank to let them know this fee will be charged**
 - ✓ Turn off your pop-up blockers. The pay.gov site will open a new window
 - ✓ double check the fee amount: <https://www.uscis.gov/i-765>
- ❖ You will need either:
 - ❖ Bank Account and Routing number. Must be drawn at a US financial institution.
 - ❖ Credit or debit card (Visa, MasterCard, American Express or Discover)

