STEM Extension OPT Application Checklist

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

Follow these steps
For more information, go to the OPT instruction page at https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/OPT-STEM-Extension/

1. Prepare the following forms and upload them on the OPT Reporting Form:
   1. I-765: https://www.uscis.gov/i-765
   2. I-983 (pages 1-4 only; do not fill page 5):
      https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview

2. Prepare and make copies of the Required Documents for the STEM Extension OPT application: see next page for required documents and order. Do NOT use staples. Everything must be one sided!

3. When the Ivanhoe International Center staff responds with a copy of your new I-20, print it out, sign it and add it to your required documents (see step 2)

4. Mail completed application within 30 days of the STEM Extension OPT I-20 to the USCIS office that has jurisdiction over the address listed on your Form I-765 (see below). We STRONGLY recommend using a service that is trackable.

USCIS Mailing Address and Instructions: https://www.uscis.gov/i-765-addresses
STEM Extension OPT Application

Required Documents

All documents must be one sided. Do NOT Staple!

- **Government OPT filing fee** (double check the fee amount: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765))
  - Check or Money Order
    - Make check payable to the **U.S. Department of Homeland Security** (Do not abbreviate!)
    - Must be drawn at a financial institution that is physically located in the U.S.
  - To pay by credit card (Visa, MasterCard, American Express or Discover)
    - Fill out the Form G-1450, Form G-1450, Authorization for Credit Card Transaction (PDF, 260 KB)
    - Put it on top of your application. Before the G-1145.
    - Call your credit card company to let them know this fee will be charged.

- **Two US passport-style photos** (taken within the last six (6) months)
  - Photos must meet US photograph requirements, or they will be rejected and delay processing.
    - [https://travel.state.gov/content/travel/en/passports/requirements/photos.html](https://travel.state.gov/content/travel/en/passports/requirements/photos.html)
  - Do not print your name on the back of the photos

- **Completed G-1145 – Do NOT use all CAPS.**
  - To receive an e-Notification when your Form I-765 has been accepted, complete Form G-1145.
    - [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

- **Completed Form I-765 – Do NOT use all CAPS**
  - DOWNLOAD first then Type (do NOT handwrite) all information on this form
    - [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)
  - Be sure to check off the purpose of the form (i.e. “I am applying for:”)
  - ITEM 21.a. – 21.e.: The I-94 number is on the I-94 printout
  - ITEM 27: For STEM Extension OPT, enter “c 3 C”
  - For any boxes that you do not have information or does not apply, type in NA
  - If you cannot type NA in the boxes, handwrite them in **black ink**
  - Do **NOT** Staple
  - Sign in black ink
    - Signature should be within the box

- **COPIES of current EAD card and I-797 Approval Notice** (from your original OPT)

- **PHOTOCOPY of new STEM extension OPT I-20 and all previous I-20s for current F-1 programs.**
  - Include copies of pages 1 and 3 for I-20s issued before 6/27/2015 or pages 1 and 2 for I-20s issued after 6/27/2015.
  - One sided only! Do NOT double side.
  - Do NOT send originals!
  - Do NOT staple!

- **Photocopy of current I-94 printout** (if you have a paper I-94 card, include front & back)
  - Visit [https://i94.cbp.dhs.gov/I94/#/home#section](https://i94.cbp.dhs.gov/I94/#/home#section) to retrieve the printout

- **Photocopy of the visa sticker used for last entry into the U.S.** (except citizens of Canada & Bermuda)

- **Photocopy of passport** (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
  - If applicable, photocopy of any previously issued employment authorization documents (e.g. EAD cards)

- **Final transcript showing degree awarded, major, and date of graduation**
  - [https://www.sdsmt.edu/Academics/Registrar/Student/Transcript-Requests/](https://www.sdsmt.edu/Academics/Registrar/Student/Transcript-Requests/)

- **Photocopy of diploma**
  - If you have your diploma, simply make a photocopy
  - If you do not have or lost it, contact the Registrar’s Office to request a copy
    - There is a fee and it is very time-consuming: [https://www.sdsmt.edu/registrar/](https://www.sdsmt.edu/registrar/)

---

**Advancing the frontier of innovation**