



STEM Extension Online Application Process



Getting Started

- The online form holds the same legal weight as the paper form.
- it will only ask you the questions needed for your form and category
- Every time you enter information, it automatically saves your information.
- If you must leave the form and come back, you can start where you left off.
 - Draft form is saved for 30 days
 - If you do not work on the form within 30 days, it will delete everything.
- Labeling: make sure to label all evidence with simple but understandable headings.



Online form legality



This is a logic-based form



Saving capabilities and 30-day rule



Label electronic
evidence correctly

Do NOT use special
characters

STEM Extension OPT Process

Download the checklist and necessary documents from the webpage

TBA



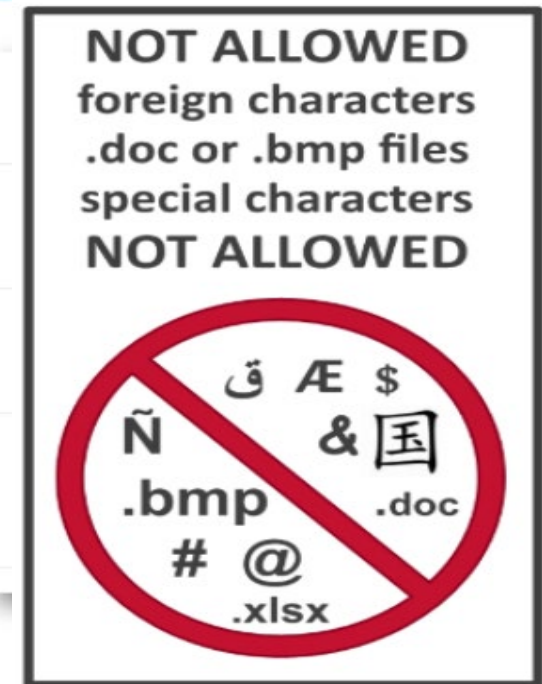
proof of enrollment @ Purdue.pdf	x
❗ Only English language characters accepted.	
EAD {back}.pdf	x
❗ Only English language characters accepted.	
images##.jpg	x
❗ Only English language characters accepted.	
OPT recommendation.docx	x
❗ This file format is not accepted. You must upload a JPG, JPEG, PDF, TIF, or TIFF.	

Filling Out the Form—Format Requirements

The **only** allowed characters are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores _
- Parentheses ()

***Do NOT use special characters



Format Requirements

Photos: 2X2 IN; 600x600 Pixels; JPG, JPEG, OR PNG

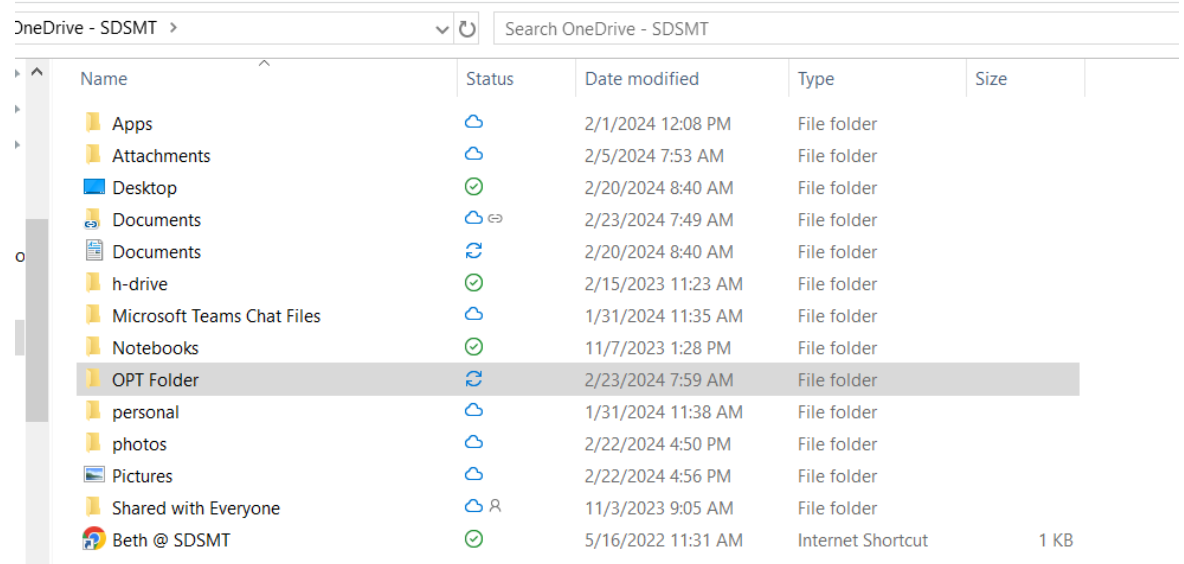
Documents: JPG, JPEG, PDF, TIF or TIFF

MAXIMUM SIZE: 6 MB per file

Foreign language documents must have English Translation

Make a folder for your STEM documents so you can find items quickly.

Create an OPT Folder



OneDrive - SDSMT

Search OneDrive - SDSMT

Name	Status	Date modified	Type	Size
Apps	☁	2/1/2024 12:08 PM	File folder	
Attachments	☁	2/5/2024 7:53 AM	File folder	
Desktop	✓	2/20/2024 8:40 AM	File folder	
Documents	☁	2/23/2024 7:49 AM	File folder	
Documents	↻	2/20/2024 8:40 AM	File folder	
h-drive	✓	2/15/2023 11:23 AM	File folder	
Microsoft Teams Chat Files	☁	1/31/2024 11:35 AM	File folder	
Notebooks	✓	11/7/2023 1:28 PM	File folder	
OPT Folder	↻	2/23/2024 7:59 AM	File folder	
personal	☁	1/31/2024 11:38 AM	File folder	
photos	☁	2/22/2024 4:50 PM	File folder	
Pictures	☁	2/22/2024 4:56 PM	File folder	
Shared with Everyone	☁	11/3/2023 9:05 AM	File folder	
Beth @ SDSMT	✓	5/16/2022 11:31 AM	Internet Shortcut	1 KB

Preparing Evidence

- **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](#)



U.S. Citizenship
and Immigration
Services

Sign In

Email *

beth.riley@sdsmt.edu

Password *

.....

[Forgot your Password?](#)

[Show Password](#)

Sign In

One account for all of your USCIS needs.

[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paperwork Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

Start by logging into your account with the USCIS

<https://myaccount.uscis.gov/>

Welcome to your USCIS Account

Select what you want to do

Edit My Profile

Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

myUSCIS

Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST

Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify

Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)



U.S. Citizenship
and Immigration
Services

 My Account

My Account ▾

Resources ▾

Sign Out

Welcome To Your USCIS Account

Select What You Want To Do



Add a paper-filed case

View your case status and case history by adding your case to your account



File a form online

Start a new form, upload evidence, and pay and submit online



Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative



Verify your identity

Answer questions about your immigration history to verify your personal identity

Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

Select the form you want to file online.

- ☐ Application to Replace Permanent Resident Card (I-90)
- ☐ Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- ☐ Application for Naturalization (N-400)
- ☐ Application for Replacement Naturalization/Citizenship Document (N-565)
- ☐ Application for Certificate of Citizenship (N-600)
- ☐ Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- ☐ Petition for Alien Relative (I-130)
- ☐ Application To Extend/Change Nonimmigrant Status (I-539)
- ☒ Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

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Homeland
Security

Form Overview

This page goes over the information about the I-765. I-765 applicants for STEM OPT are not required to do the biometrics.

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).



Before You Start Your Application

Eligibility

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

(c)(3)(A) eligibility category: Submit your application up to 90 days before being

This page explains:



Eligibility



The fee



Required evidence



Biometrics requirements



How to track your case



Requests for evidence



Getting a decision



Homeland
Security

I-765, Application for Employment Authorization

Here is what the left navigation looks like when you first start the form.

I-765, Application for
Employment
Authorization

Getting Started



About You



Evidence



Additional Information



Review and Submit



Getting Started Section

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You v

Evidence v

Additional Information v

Review and Submit v

Getting Started: Basis of eligibility

Choose (c)(3)(C) STEM
Extension.

The premium processing
is only if you need your
EAD immediately.

I-765, Application for
Employment
Authorization

Getting Started ^

Basis of eligibility

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What is your eligibility category?



You can file your request online only for certain
eligibility categories

If your eligibility category does not appear on the drop-down
list, you must file a paper [Form I-765](#). If you submit online
and are not eligible for one of the listed categories, your
application may be denied.

(c)(3)(C) STEM Extension v

Getting Started: Basis of eligibility

Degree:
Master's or PhD

E-Verify Number:

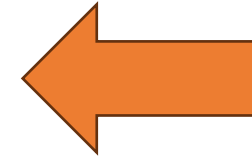
This is not the EIN
number. It's a very
different number.

What is your degree?

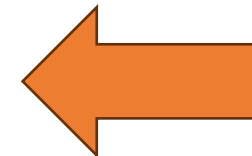
What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company
identification number or a valid E-Verify client
company identification number?

Ask your HR office the **exact title** on the E-Verify Certificate



Ask your HR office the number.
Remember this is NOT the EIN number



Getting Started:
Reason for
applying

You will select
'Renewal of
permission to
accept
employment'

What is your reason for applying?

- ☐ Initial permission to accept employment
 - ☐ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
 - ☒ Renewal of permission to accept employment
-

Getting Started: Reason for applying

Select YES

Have you previously filed Form I-765?

☒ Yes

☐ No

Getting Started: Preparer and interpreter information

You should answer
no, unless you are
having someone
translate and fill
out this form for
you.

Is someone assisting you with completing this application?

☐ Yes

☒ No

Back

Next

About You Section

Getting Started



About You



Your name

Your contact information

Describe yourself

When and where you were
born

Your immigration
information

Other information

Evidence



Additional Information



Review and Submit



About You: Your Name

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases, and maiden names.

☐ Yes

☐ No

Back

Next

About You: Your contact information

How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com

About You: Your contact information

Want your EAD card
sent to the Ivanhoe
International Center?

Use this address.

If not, use an address
you want your EAD card
sent.

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Ivanhoe International Center

Address line 1

501 E SAINT JOSEPH ST

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

RAPID CITY

State

South Dak... ▼

ZIP code

57701-3901

Provide a 5 or 9-digit
ZIP code.


About You:

Your contact information

The system will ask to verify the address.

Use the Recommended address.

Street number and name

 **Verify your address**

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

☐ **Original address:**

501 East St. Joseph Street,
Rapid City, SD, 57701

☒ **Recommended address:**

501 E SAINT JOSEPH ST,
RAPID CITY, SD, 57701-3901

[Use selected address](#) [Edit original address](#)

About You: Your contact information

If you put the Ivanhoe International Center address, mark no and complete the information with your current physical address.

Do not put a PO Box.

If you put your current physical address for the current mailing address, mark yes and continue.

Is your current mailing address the same as your physical address?

☐ Yes

☒ No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Provide a 5 or 9-digit ZIP code.

About You: Describe Yourself

What is your gender?

- ☐ Male
 - ☐ Female
-

What is your marital status?

- ☐ Single
 - ☐ Married
 - ☐ Divorced
 - ☐ Widowed
-

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Next

About You: When and where you were born

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

[Back](#)

[Next](#)

About You: Your immigration information

This is your
home country.

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

[+ Add country](#)

About You: Your immigration information

You must use the
most recent I-94
number.

You can check and
download a pdf on
the website.

What is your Form I-94 Arrival-Departure Record
Number (if any)?

Provide an 11 character I-94 Number.

<https://i94.cbp.dhs.gov/I94/#/home#section>



About You: Your immigration information

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

F1 - Student, Academic Or Language Program.

<https://i94.cbp.dhs.gov/I94/#/home#section>



About You: Your immigration information

Use your newest
passport.

If you are in the
process of renewing
your passport, we will
discuss what you need
to do in the evidence
section.

What is the passport number of your most
recently issued passport?

About You: Your immigration information

Leave blank.

You do not have a
travel document
number.

What is your travel document number (if any)?

About You:

Your immigration information

This is the expiration date of the passport you entered above.

Make sure to put the country passport, not where it was printed.

For example, some students renewed their passport in the US. However, this is not the country that issued the passport. It is the country where it was printed.

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?



About You: Your immigration information

You are in F-1
status.

The SEVIS number
is your I-20
number at the top

What is your current immigration status or category?

F1 - Student, Academic Or Language Program. ▾

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

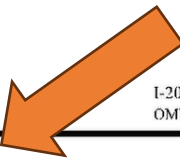
Provide a 10, 11, or 12-digit SEVIS number.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Smith	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1980	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME John Doe-Smith	
SCHOOL INFORMATION		

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038



About You: Other information

You have an A-Number
— See your EAD card

You have a USCIS Online
Account Number.

If this is already filled in,
leave it alone

What is your A-Number?

☐ I do not have or know my A-Number.

A-

Provide a 7, 8, or 9-digit number. If the A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☐ I do not have or know my USCIS Online Account Number.

Provide a 12-digit Online Account Number.

About You: Other information

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes

☐ No

Do you want the SSA to issue you a Social Security card?

☐ Yes

☐ No

Evidence Section

Make sure to have all
your evidence ready.

Read the instructions
carefully.

Before you upload, make
sure the file names are
simple.

Evidence



2" x 2" photo of you

Form I-94 or passport

Employment Authorization
Document

Form I-20

College degree

Institution accreditation

Evidence: 2" X 2" Photo

For the photograph, if you take your own photo, use the USCIS photo sizing tool or re-size yourself.

You can purchase digital photos at Walgreens.

2" X 2" Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.


Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

File name	Document	Action
passport photo ...y.png	2" x 2" photo	 Delete


Evidence: Form I-94, Arrival And Departure Record or Passport


Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a



File name	Document	Action
I-94.jpg	Form I-94 ▾	 Delete

Evidence: Employment Authorization Document or Government ID

Upload OPT
EAD card front
and back.

Employment Authorization Document Or Government ID


Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File name	Document	Action
EAD Front.jpg	Employment authorization or Government issue ID	 Delete
EAD back.jpg	Employment authorization or Government issue ID	 Delete


Evidence: Form I-20

This the new I-20 we create for your STEM extension.

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

 Important information regarding your Form I-20
Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.


File name	Document	Action
OPT I-20.jpg	Form I-20	 Delete

Evidence: College Degree

This is a copy of
your Diploma

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

File name	Document	Action
MS diploma.jpg	College degree	 Delete

Evidence: Institution Accreditation


This is a copy of
your transcript.

Make sure

- both front and back are uploaded
- Your degree is conferred on the front of the transcript.

Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

File name	Document	Action
MS transcript.jpg	Institution accreditation	 Delete

Additional Information Section

Additional Information



Additional information

Additional Information: Additional Information

If you have additional information, you add it here.

For example, you came into the US on your passport that is now expired and you have a new one. You have not left the country since you came to the US. Your I-94 number is attached to the expired passport.

If you have questions, contact us.

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

Evidence ▼

Page

Employment Authorization Document ▼

Question

Employment Authorization Document or Governme... ▼

Additional information

I uploaded both my new passport and expired passport because the I-94 is linked to my expired passport.

103/500

EXAMPLE

Review and Submit:

Review your application

You can check your application before submitting. There will be blanks in some fields. Do not worry about this.

Make sure to contact your financial institution to let them know that there will be a charge coming from pay.gov.

We have had students in the past whose payment was rejected. This can delay your application.

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

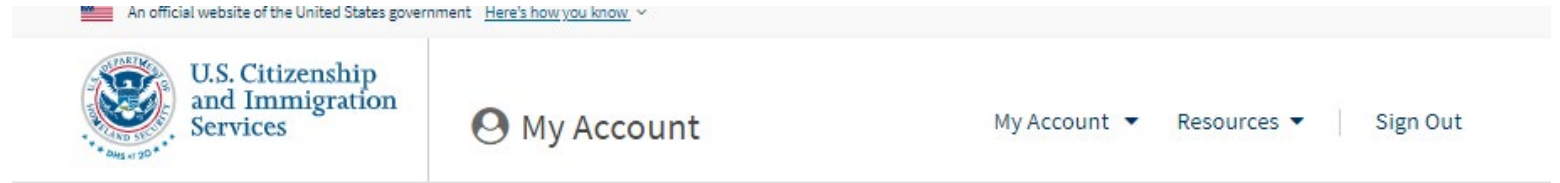
 Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

After submission

After you submit and pay, you will be taken to your USCIS Account.


Make sure to download the I-765 pdf.




Welcome To Your USCIS Account


After submission

Go to the Account settings at the top and change notification preferences to email and mobile.



 U.S. Citizenship and Immigration Services


 My Account

My Account ▾ Resources ▾ | Sign Out

 Welcome To Your USCIS Account

Account Settings

Email address	beth.riley@sdsmt.edu
Mobile phone number	(605) 389-3636 
Notification preferences	Email and mobile  Edit

 [View all settings](#)

Note: You may [delete this account](#) if you created the wrong account type, or if you no longer want it. Your account is eligible for deletion if you have not submitted any cases, if there are no active transactions, and if you have no drafts pending.