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.

Complete the following and send to the Ivanhoe International Center (international@sdsmt.edu) for processing of your STEM OPT I-20

- Online OPT STEM Reporting Form
- I-765
- I-983 – MUST be completed by you and the employer – through page 4 only.

**Documents Required for your OPT Application**

All documents must be one sided. Do NOT Staple!

Place these two items in an envelope with your name, I-94 number, and the wording ‘Filing fee and Photos’. See example on webpage.

- **Government OPT filing fee** (for the fee amount see, I-765 Application Fee)
  - 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.

- **Two US passport-style photos** (taken within the last six (6) months)
  - Photograph instructions: see Required Documentation on Page 7 of Form I-765
  - 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.

- Completed Form I-765 – Do NOT use all CAPS
  - Type (do NOT handwrite) all information on this form
  - 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 post-completion OPT (i.e. OPT after completing studies), 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
  - 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 OPT I-20 and all previous I-20s for current and all past 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.
Photocopy of current **I-94 printout** (if you have a paper I-94 card in your passport, 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

See instructions on how to request a transcript from the Registrar's Office

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

**Final Steps:**

1. Check all documents for completeness and accuracy.
2. Sign Forms I-20 and I-765
3. Make a complete copy of your application for your records.
   - All documents should be single-sided. Do not use staples.
   - Do NOT send the I-983 form with your complete application.
4. Mail completed application 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:**

<table>
<thead>
<tr>
<th><strong>USCIS Phoenix Lockbox</strong></th>
<th><strong>USCIS Dallas Lockbox</strong></th>
</tr>
</thead>
</table>
For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034 |
| For U.S. Postal Service (USPS) Deliveries: USCIS PO 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 |
| 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 | |