

Post Completion OPT/STEM Extension Online Application Checklist

REMINDER: The OPT application must be received by USCIS within 30 days of the date on an 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

For more information, go to the Employment Authorization page at:

<https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Employment-Authorization/>

Post Completion OPT ONLY:

- Follow the Steps on the OPT Application Instructions section:
<https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/Optional-Practical-Training/>
- Set a meeting to get your new I-20: [Book an OPT Meeting](#)
- **Complete the online process within 30 days of the OPT I-20 date**

STEM Extension OPT ONLY:

- Follow the Steps on the STEM OPT Application Instructions section:
<https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/OPT-STEM-Extension/>
 - **You must complete the quiz before your I-20 can be issued**
- Need help with the online form? Set a meeting: [Book an OPT Meeting](#)

For online filing information:

1. Prepare **Required Documents for the OPT application**: see page 2
2. Go to: <https://myaccount.uscis.gov/>
 - Create an account with your personal (**not** SDSMT) email account
 - Does not have to be the same email as your SEVIS portal account
 - Follow the instructions for setting up a password
3. Once you have created an account and logged in:
 - Select My USCIS
 - File a form online; and I-765, Application for Employment Authorization:
 - Post-completion OPT: (c)(3)(B)
 - STEM extension OPT: (c)(3)(C)
4. Fill the form and upload documents – *see page 2 for specifics*
5. Once completed and paid, download a copy of your I-765 for your records and upload to: <https://sdsmt.campuslabs.com/engage/submitter/form/start/393197>

Set your notifications to receive both text messages and emails and log into your account on a weekly basis for updates or action items for your application.



**SOUTH
DAKOTA
MINES**

OPT Application Required Documents for each section of I-765

Miscellaneous Items when filling out the I-765

- **Biometrics are not routinely required for OPT applicants**
- **Eligibility category?**
 - ❖ Post-completion OPT: (c)(3)(B) – **Reason:** Initial permission to accept employment
 - ❖ STEM extension OPT: (c)(3)(C) – **Reason:** Renewal of permission to accept employment
- **Want your EAD sent to the Ivanhoe International Center?**
 - **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** – most of you will not have this number; leave blank
- **E-Verify number** – **STEM extension applicants only:** Make sure to put the **e-verify number** **NOT** the **EIN number**.
 - These are two separate items. Ask your Human Resources!
 - If you put the wrong number, your application will be delayed or even denied.
- **What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?:** I-20 number
- **Other Information**
 - **Post Completion OPT:** you do not have an A-number or USCIS Online Account yet. Leave blank.
 - **STEM Extension OPT:** you have an A-Number (see your EAD card) and a USCIS Online Account Number if you registered for one before.

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).

- **BOTH Post Completion and STEM extension**
 - **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>
 - **Requested OPT I-20 from the Ivanhoe International Center** – This is a new I-20. Do not submit without it.
 - **Form I-94: Use the most recent from the website:**
 - (Paper I-94 card (before 2015): front & back): <https://i94.cbp.dhs.gov/i94/#/home#section>
- **Post Completion OPT only:**
 - Copy of passport (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
 - **Previously authorized CPT or OPT**
 - ❖ CPT I-20s only (pages 1 & 2): Any previous school's I-20 for CPT and/or OPT
 - **If applicable**, copy of any previously issued employment authorization documents (EAD card-front and back)
- **STEM Extension – based off current OPT authorization only**
 - Post-completion EAD Card: front and back
 - **College Degree:** copy of diploma
 - **Institution accreditation:** transcript – front and back
- ☐ **Form Filing Fee Section – Will direct you to the pay.gov website to pay;**
 - ✓ double check the fee amount: <https://www.uscis.gov/i-765>
 - ❖ Bank Account and Routing number. Must be drawn at a US financial institution.
 - ❖ Credit or debit card (Visa, MasterCard, American Express or Discover)

Call your credit card company or bank to let them know this fee will be charged