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.

To prepare the STEM OPT application for USCIS, assemble the following documents in order:

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

☐ Government OPT filing fee (for the fee amount see, I-765 Application Fee)
  • Make check payable to the U.S. Department of Homeland Security
    o Do not abbreviate!
    o Must be drawn at a financial institution that is physically located in the U.S.
  OR
  • Visa, MasterCard, American Express or Discover
    o Fill out the Form G-1450, Form G-1450, Authorization for Credit Card Transaction (PDF, 260 KB)
    o 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
  • To receive an e-Notification when your Form I-765 has been accepted, complete Form G-1145.

☐ Completed Form I-765
  • 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:
    o 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
    o If you cannot type NA in the boxes, handwrite them in black ink
  • Sign in black ink
    o 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>USCIS Phoenix Lockbox</th>
<th>USCIS Dallas Lockbox</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For U.S. Postal Service (USPS) deliveries:</strong> USCIS PO Box 21281 Phoenix, AZ 85036</td>
<td>For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</td>
</tr>
<tr>
<td><strong>For U.S. Postal Service (USPS) Deliveries:</strong> USCIS PO Box 660867 Dallas, TX 75266</td>
<td>For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</td>
</tr>
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