



## OPT STEM EXTENSION APPLICATION CHECKLIST

Below is a checklist of the items you need to submit to ISSS before you may file a STEM Extension of Optional Practical Training (OPT) application. ISSS must issue a new Form I-20 indicating a recommendation for OPT, which you will need before sending your application to USCIS; please allow 2-3 weeks from when a completed application is submitted to issue a new Form I-20. A full description of eligibility for OPT, the application process, and maintenance of F-1 status during OPT can be found on the [ISSS STEM EXTENSION WEBPAGE](#).

TO REQUEST A NEW FORM I-20 FOR THE STEM EXTENSION OF OPT, YOU WILL NEED TO BRING THE FOLLOWING ITEMS TO ISSS:

**FORM I-983**, submitted through the STEM online application below.

### STEM EXTENSION APPLICATION

**THE FOLLOWING ITEMS SHOULD BE SUBMITTED TO U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS):**

**FORM I-765** Get help filling out the I-765 form **COMPLETED**.

- It is strongly recommended that you TYPE information into the form, check carefully for errors, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters using black ink. [Instructions for Form I-765](#)

Complete item #20 with the appropriate code as follows:

∇ For OPT STEM Extension: (c)(3)(C)

**PERSONAL CHECK OR MONEY ORDER FOR \$410.00**, payable to "U.S. Department of Homeland Security." A personal check is recommended for tracking purposes.

**TWO (2) PHOTOGRAPHS**. These must meet the requirements outlined on page 13 of USCIS's .It is recommended that students write their **full name, date of birth and I-94 number** in pencil or felt pen on the back of each photograph. The photos should be cut by the photo establishment.

### **Employment Offer or Verification Letter**

**PHOTOCOPIES OF EACH OF THE FOLLOWING:**

Form I-94 (I-94 card copied front and back OR I-94 electronic record printed from <https://i94.cbp.dhs.gov>)

F-1 visa stamp (OR I-797 Approval Notice from USCIS if applicable)

Passport personal information page(s) and passport validity page showing expiration date

Previous Employment Authorization Documents (EADs), front and back, if applicable

All previously issued Forms I-20 (including the newest I-20 recommending OPT)

Copy of the diploma or an official transcript showing the degree completed

**MAKE A COPY OF YOUR COMPLETE APPLICATION FOR YOUR OWN IMMIGRATION RECORDS BEFORE MAILING IT TO USCIS**