STEM Extension OPT Application Checklist

**STEP 1:** Review STEM Extension OPT Presentation for STEM Extension criteria.

**STEP 2:** Upon confirmation of eligibility, apply for STEM Extension OPT I-20

- Submit STEM Extension OPT I-20 Request (with all required documentation)
  - Can mail application to ISSS Office P.O. Box 0391 Dallas, TX 75275
  - Or drop off at ISSS office
- ISSS Office will review your application and prepare a New I-20 for STEM Extension. Processing time is 5-7 business days from date received.
- ISSS Office will notify via email when your new I-20 is ready.

**STEP 3:** Assemble your Application for USCIS

- Original I-765
- Copy of I-983
- $410 check or money order payable to Department of Homeland Security (verify amount on USCIS website)
- Two (2) Passport photos with I-94 number written on back of each picture in pencil
- Copy of I-20 with OPT STEM Recommendation (sign, date, and check for accuracy)
- Copy of STEM Degree diploma
- Official Transcripts
- Employment Letter on company letterhead with E-Verify Number
- Copy of Passport Identity Pages (including picture, name, and expiration date)
- Copy of current F-1 Visa
- Copy of current and previous EAD Card, if applicable
- Copy of front and back of most recent I-94 or printout (cbp.gov/i94)
- Optional: Copy of degree granted
- Optional: Copy of Form I-983

**STEP 4:** Mail your Application to USCIS

- Make copy of entire packet for your records
- Mail packet to the correct mailing address, according to where you reside. Refer back to the STEM Extension OPT Presentation
- USCIS must receive your packet within sixty (60) days of when your I-20 was printed.

USCIS will send a receipt notice after they receive it. Processing times for USCIS varies, but it is usually processed within 90 days.

Students who have applied prior to the end date of their Post-Completion OPT for the OPT STEM extension are eligible to continue working, even if their EAD card has not arrived for a period up to one hundred eighty (180) days.

Please contact the ISSS Office after seventy (70) days from the receipt date of your application if you have not received your EAD card yet so we can follow up with USCIS.