Filing Your STEM OPT

> *** IMPORTANT NOTE:** The 24-month STEM OPT extension application must be received by USCIS within 60 days of the issue date on your I-20 with STEM OPT extension recommendation. You <u>**ARE NOT**</u> required to send a copy of the Form I-983 to USCIS with your application materials.

APPLICATION PACKET CHECKLIST

- ✓ **G-1145** <u>Optional, but recommended</u>: To receive electronic notification from USCIS to verify your application has been received, please complete form G-1145, available on the USCIS website under "Forms" www.uscis.gov
- ✓ **Fee Payment:** The application fee is $410.00 and should be made payable to the "U.S. Dept of Homeland Security." The following forms of payment are accepted by USCIS:
    - o   Personal check
    - o   Money order **(recommended)**
    - o   Form G-1450 Authorization for Credit Card Transactions *(If you use this option, **sign** in the line "Credit Card Holder's Signature.")*
- ✓ **2 Passport-Style Photos** on white background taken within the last 30 days. Picture specifications can be found on the Department of State website: http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
- ✓ **Completed Form I-765**, available on the USCIS website under "Forms", www.uscis.gov
    - o   *This form must be typed.* Also, you **MUST** sign with pen (black ink) and date Page 5.
    - o   Instructions for completing the I-765 for a STEM OPT Application can be found on page 7 of our STEM OPT Tutorial.
- ✓ **Copy of a signed I-20** from the International Education (IE) office recommending the STEM OPT extension
    - o   Sign the original I-20 in the "Student Attestation" box
    - o   Make a copy of the signed I-20 to be sent with your application packet
    - o   Scan and email (iss@wichita.edu) a copy of the signed I-20 to IE for your file
    - o   Keep the original I-20 for your records
- ✓ **Copy of current OPT EAD** (front and back)
- ✓ **Copy of your degree**. SEVP and USCIS have stated that transcripts or copies of diplomas indicating the level of the degree and the field of study are acceptable as proof of your degree. *******Graduate students: USCIS issued a Policy Memorandum in October 2013 indicating F-1 student engaging in Post-Completion OPT are eligible for the STEM extension even if they have not yet completed the thesis requirement (or equivalent) for their STEM degree. If you have not yet completed your thesis or dissertation, we advise you to obtain a Degree Status Letter from the Graduate School to submit to USCIS in lieu of a transcript
- ✓ **Copy of most recent Form I-94** If your most recent entry into the U.S. was after April 2013, you should submit a printout of the electronic admission record available at www.cbp.gov/I94
- ✓ **Copy of passport picture page**/expiration date page (must include name). Passport must be valid
- ✓ **Copy of current visa**. It is OK if your F-1 visa has expired
- ✓ **Copy of SEVIS Employment Information Screen:** Part 6 of the Form I-765 requires you to provide evidence of the level at which you previously participated in OPT. Please find a printed page from SEVIS attached with the I-20 and other documents you receive from OIE for you to send to USCIS as part of your STEM OPT application.

MAILING THE APPLICATION PACKET
Address (Fed-Ex / UPS / USPS Priority Mail):
> USCIS
> Attn: I-765 C03
> 131 South Dearborn – 3rd Floor
> Chicago, IL 60603

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