Wichita State University
International Education

Online STEM OPT Application

Form I-765 Filing Guidebook

Important: Please Read Before Beginning

The purpose of this guidebook is to assist students in filing for the Optional Practical Training STEM Extension (c)(3)(C) via an online account with U. S. Citizenship and Immigration Services (USCIS). The information contained on our website is provided as a service to the international students, faculty, staff, employees, and administrators of Wichita State University, and does not constitute legal advice on any immigration, tax, or other matter. Our goal is to provide useful information, but we make no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the information contained in or linked to this website or any associated site. As legal advice must be tailored to the specific circumstances of each case, and laws are constantly changing, nothing provided herein should be used as a substitute for the advice of competent counsel. Neither Wichita State University nor the Office of International Education (OIE) is responsible for any errors or omissions contained in this website, or for the results obtained from the use of this information.

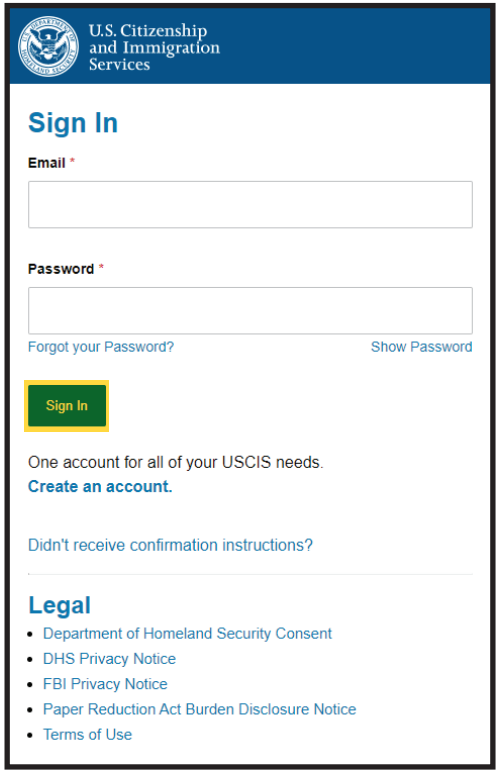
Accessing the USCIS Website

Online Form I-765: Application for Employment Authorization | USCIS

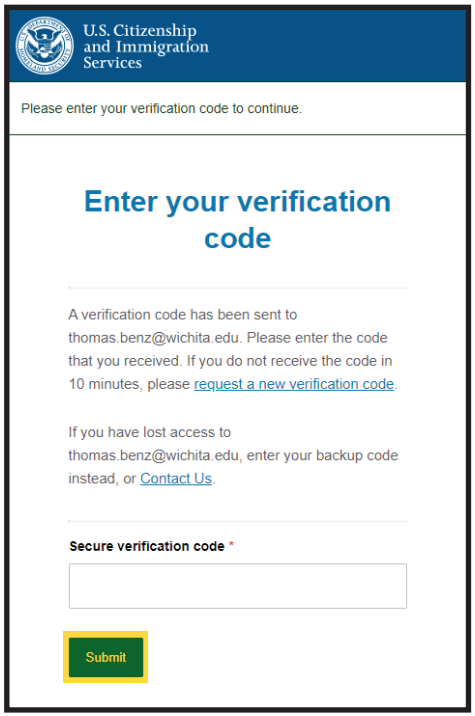
Creating Your USCIS Account: How to Create a USCIS Online Account | USCIS

The rest of this document assumes you have followed the above steps to create a USCIS account. If you created an account to file your post-completion OPT application, you can use the same profile to file the STEM Extension application.

1. Go to uscis.gov and click *Sign In*.

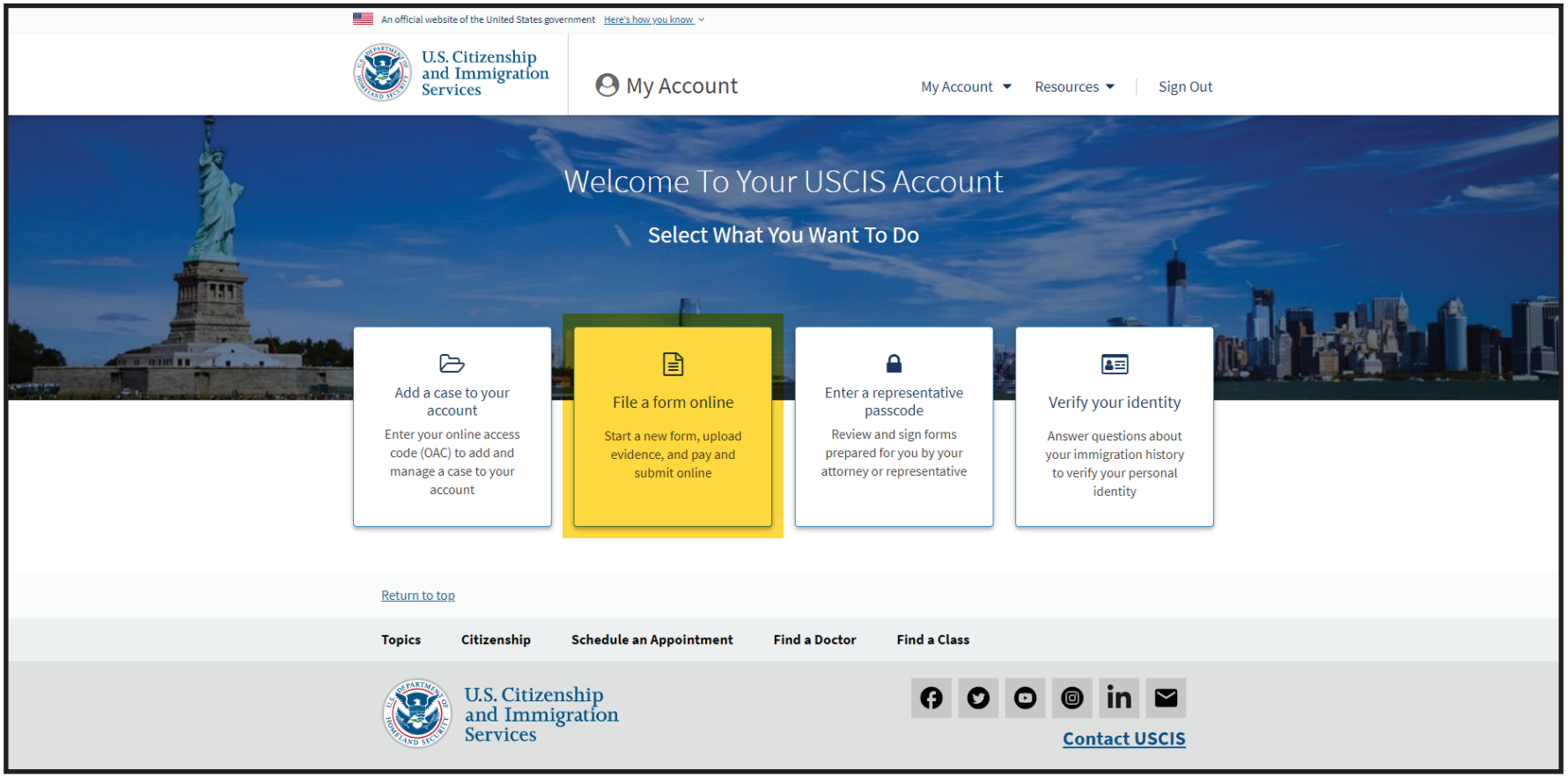


2. Enter your verification code (sent to the method you chose when creating your account) to authenticate your login.



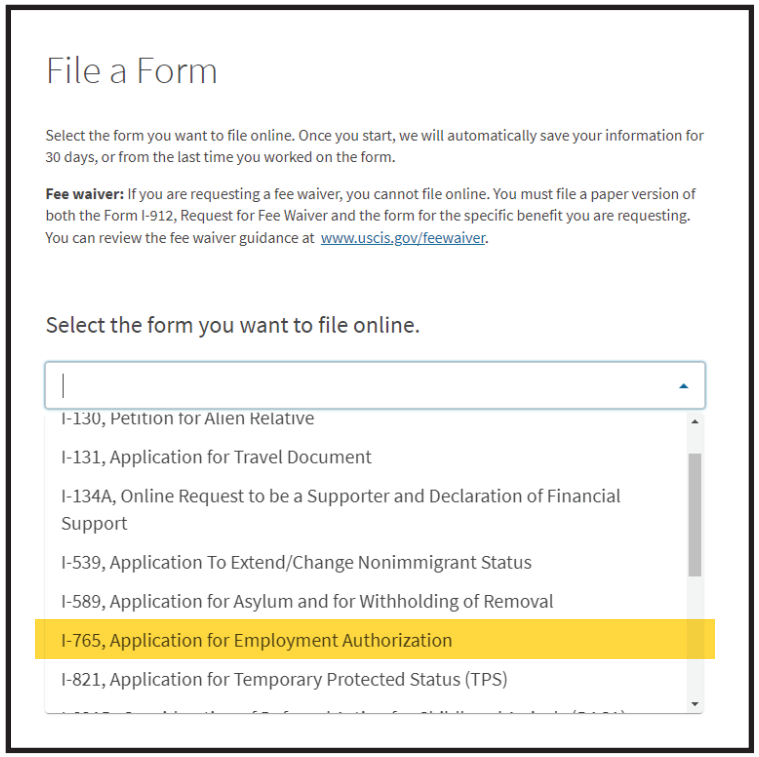
Starting Your Application

3. Select the *File a form online* option highlighted below.

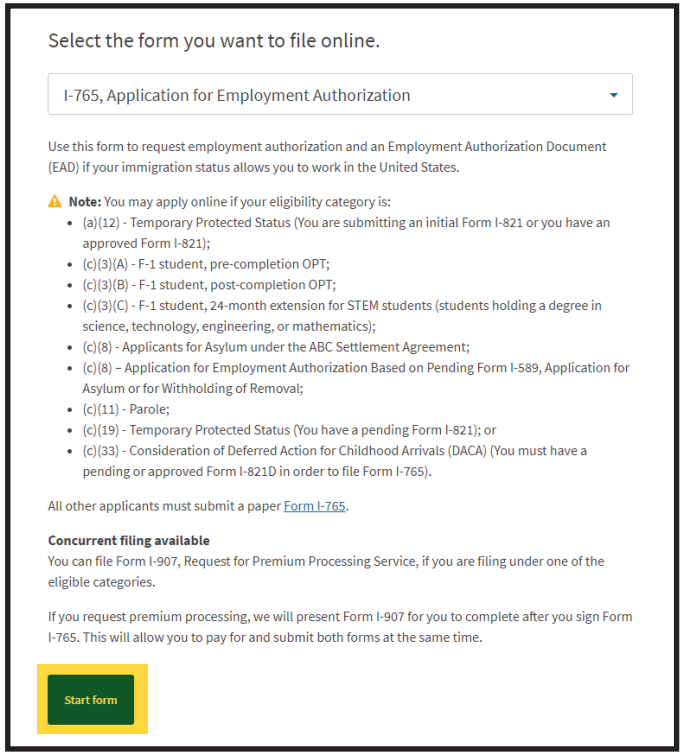


Selecting the Correct Form

4. Select the highlighted option below:
   I-765, Application for Employment Authorization

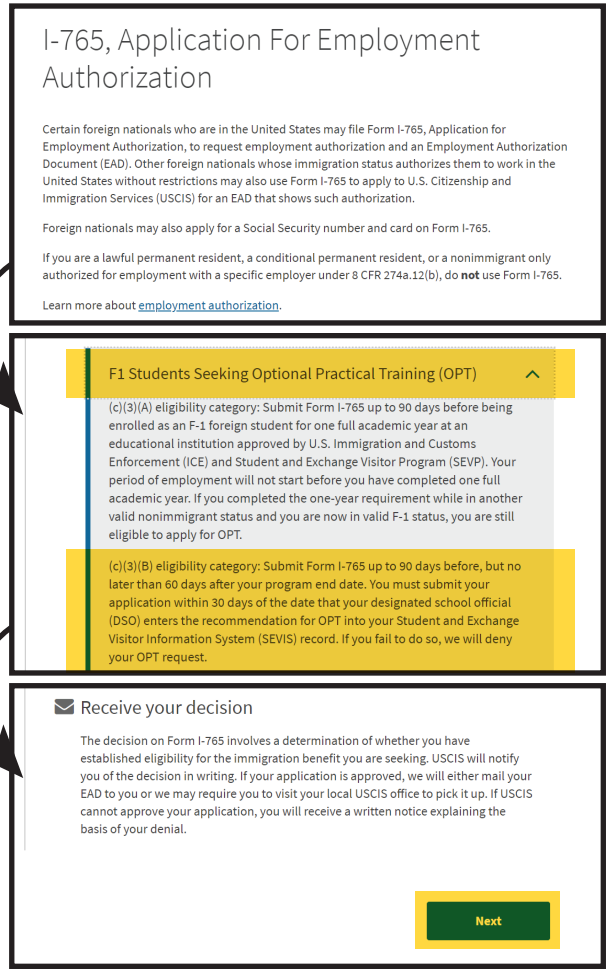


5. Click *Start form* to continue.

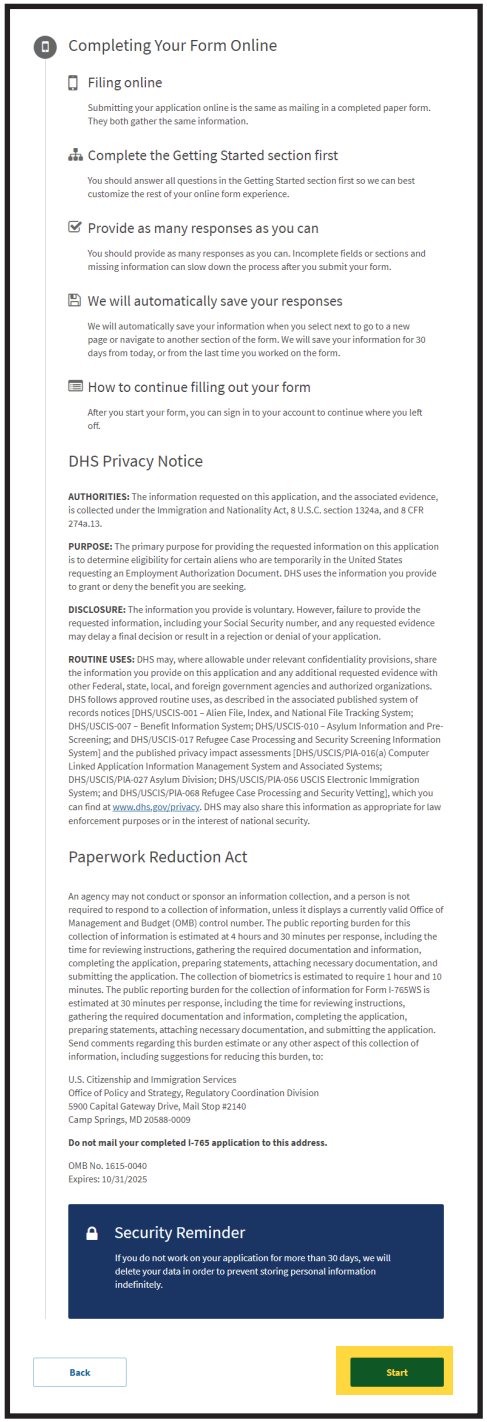


Getting Started

6. This page contains a large amount of useful information about the I-765 application. For more information about your application category, please read the highlighted (c)(3)(C) section. After reviewing this page, click *Next* to continue.

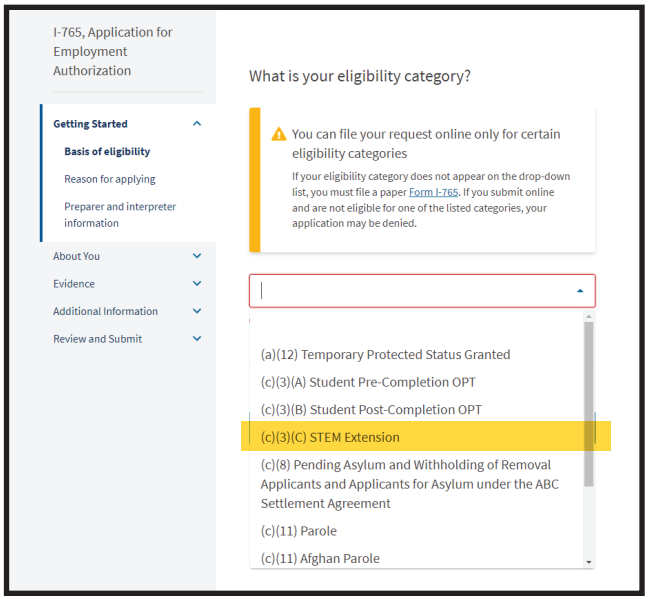


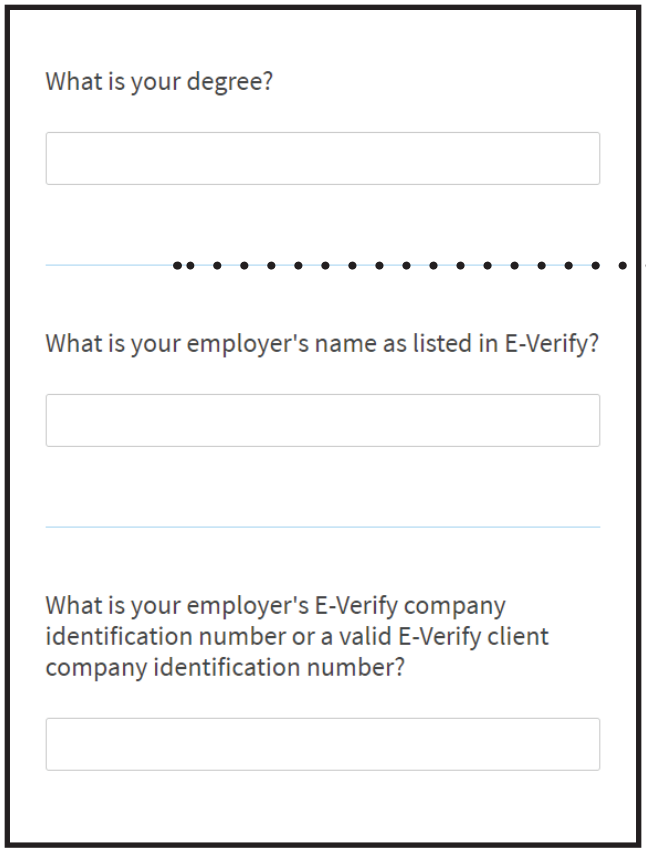
7. Further details about the I-765 application. Click the *Start* button to begin filling out your form.



Basis of Eligibility

8. Choose the (c)(3)(C) category from the drop-down menu. This is the category that all F-1 students who are applying for the STEM Extension will use.





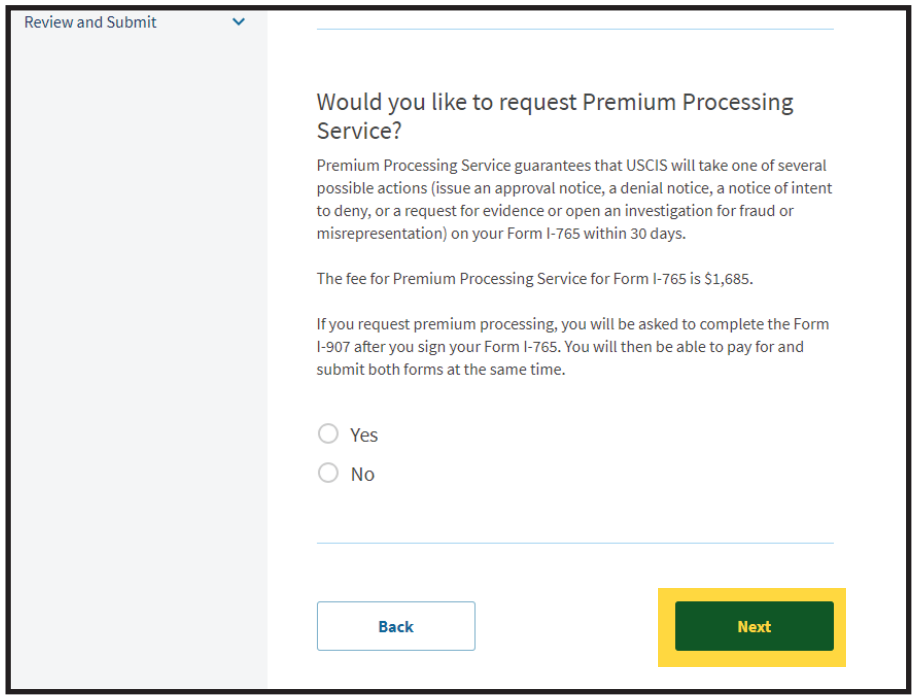
9. Type the name of your degree as it is listed on your diploma.

10. Consult with your employer to ensure you have the accurate E-Verify company name and E-Verify identification number. **Note:** The E-Verify number is **NOT** the same as the EIN number that is listed on your I-983.

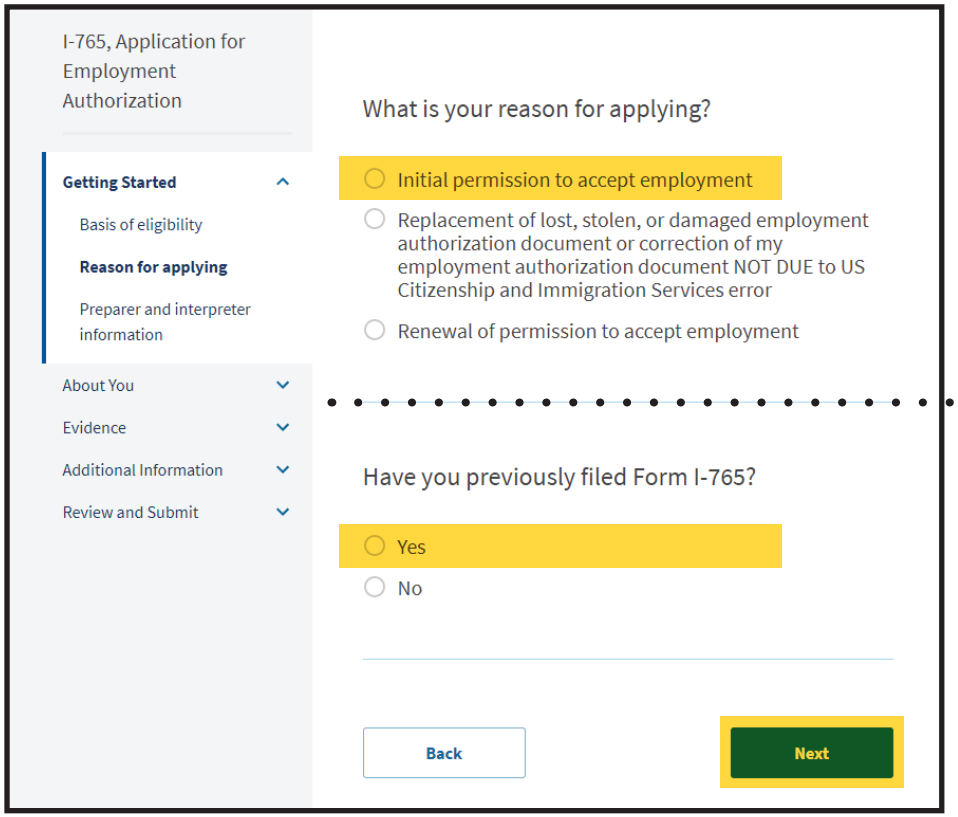
Basis of Eligibility *cont.*

11. After choosing your category, you will be asked if you would like to apply for premium processing. It is your choice what to choose at this step. Please note that there is an additional fee of $1685 if you select Yes. After making your choice, click *Next* to move to the next page.

    Be aware that if you choose to continue with premium processing, you will be required to fill out an additional form (I-907).



Reason for Applying / Preparer Information

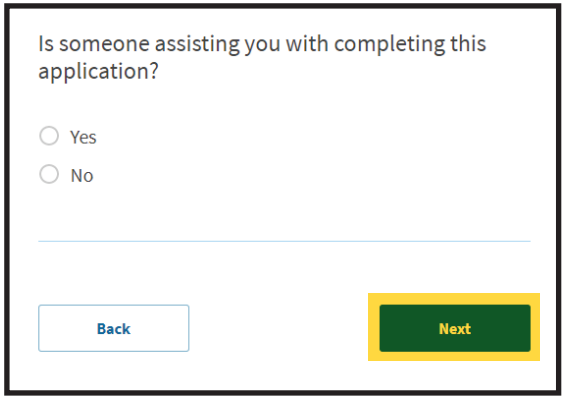


12. Select *Initial permission to accept employment*.

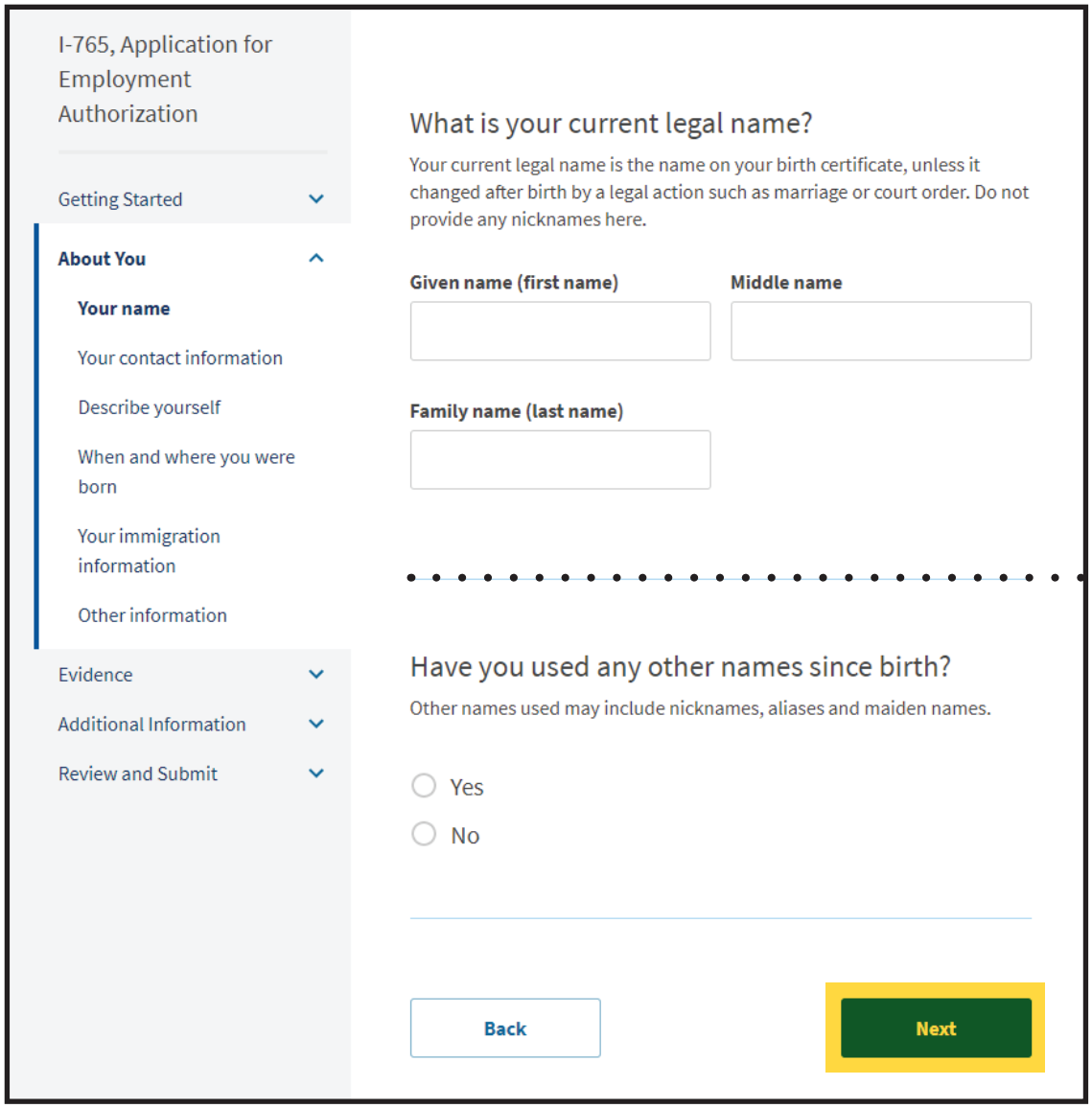
For standard post-completion OPT the eligibility category is (c)(3)(B) and for the STEM OPT Extension the category is (c)(3)(C). Because these are different categories, the "initial permission to accept employment" box is the appropriate box to check when filing for the STEM OPT Extension. You aren't renewing your standard post-completion OPT, you are applying for a new type of work authorization, STEM OPT.

13. Because you previously filed a Form I-765 when filing for post-completion OPT, answer YES. Once you have answered, click NEXT.

14. If you have a legal representative assisting you with this application, answer *Yes*. Otherwise, answer *No*. Once you have answered, click *Next*.



Your Name

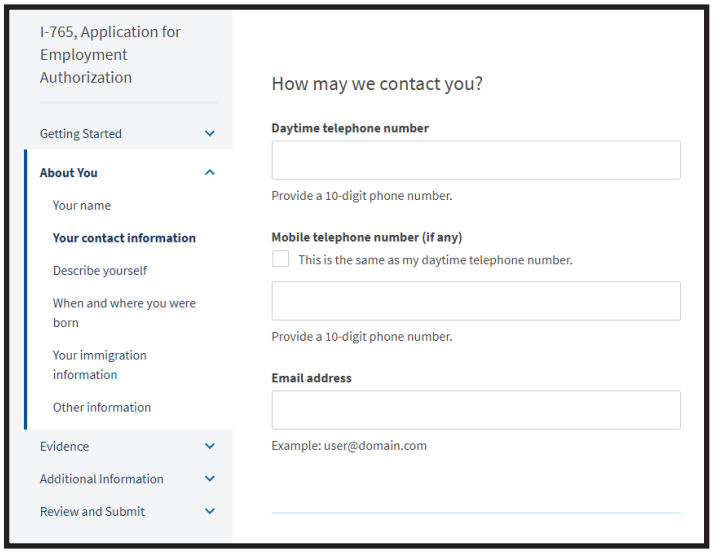


15. Provide your name exactly as it appears in your passport. If you have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

16. If you have never had your name legally changed, answer *No*.
    If you answer *Yes*, a new section will display for you to add other used names. Once you have answered, click *Next*.

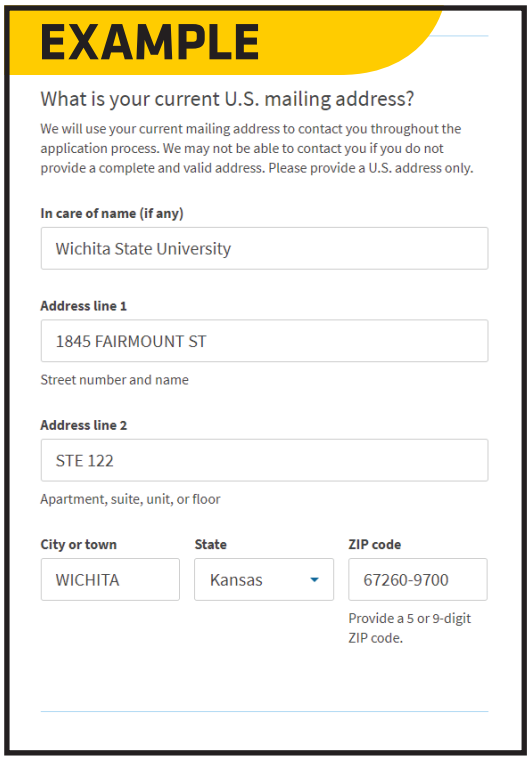
Your Contact Information

17. Enter your phone number and email address. The email address can be your student email or personal email. Please note that WSU will still only use your student email to communicate with you.

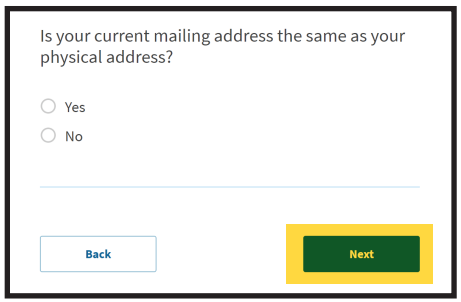


18. For current U.S. mailing address, you have the option of entering the OIE mailing address as shown, or if you would prefer, you can use your own mailing address. If you prefer to use your own address, be sure you will remain at that address for at least the next 3 months to ensure that your documents will reach you.

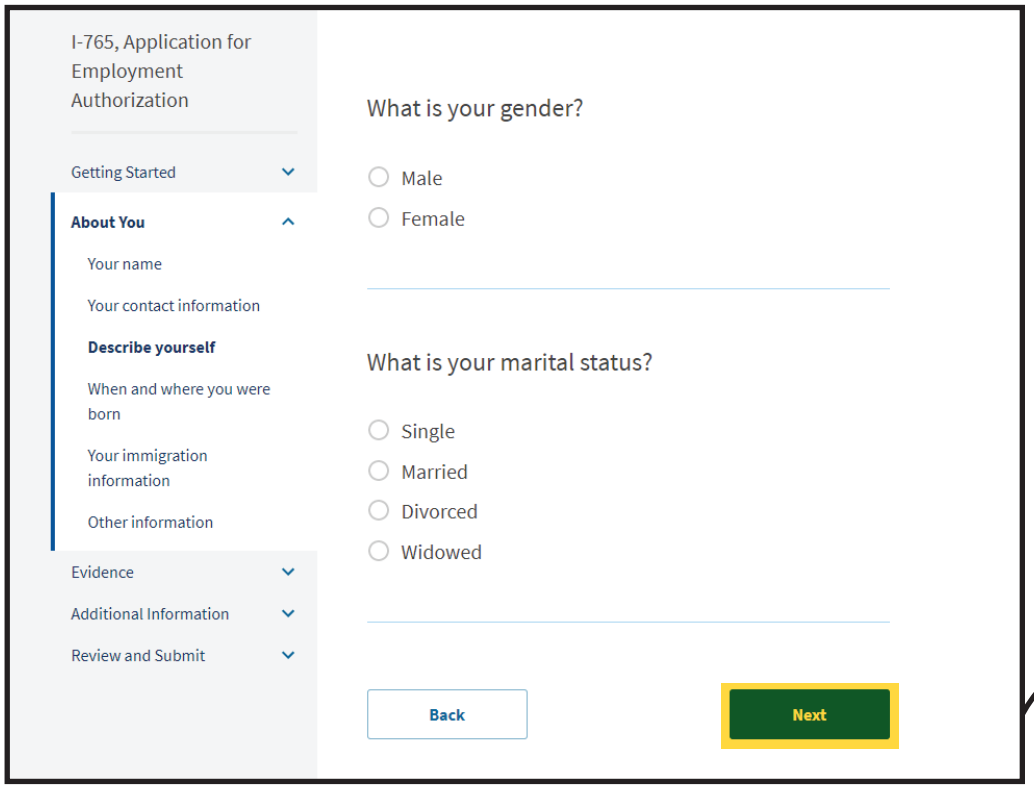
If your OPT card is lost in the mail, you will have to submit a new application and filing fee to USCIS to request a replacement.



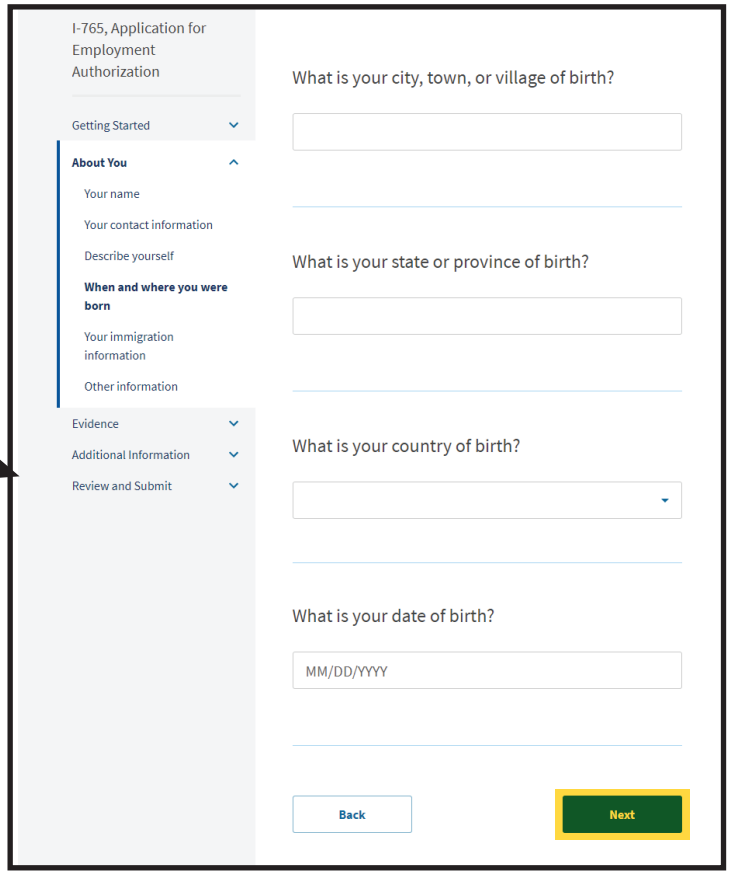
19. Answer *Yes* if you used your own address in step 15. If you used another address, answer *No* and you will be prompted to enter your own address. Click *Next* to continue.



Describe Yourself / When & Where You Were Born



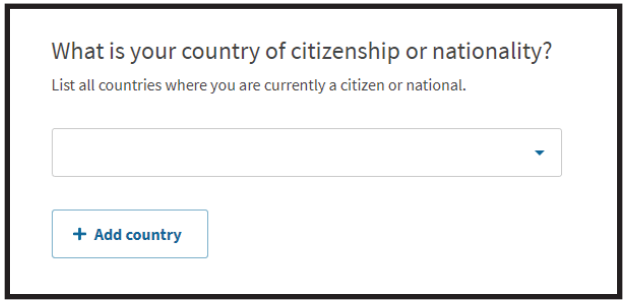
20. Provide accurate information in each of these sections. In both sections click *Next* when you are ready to continue.



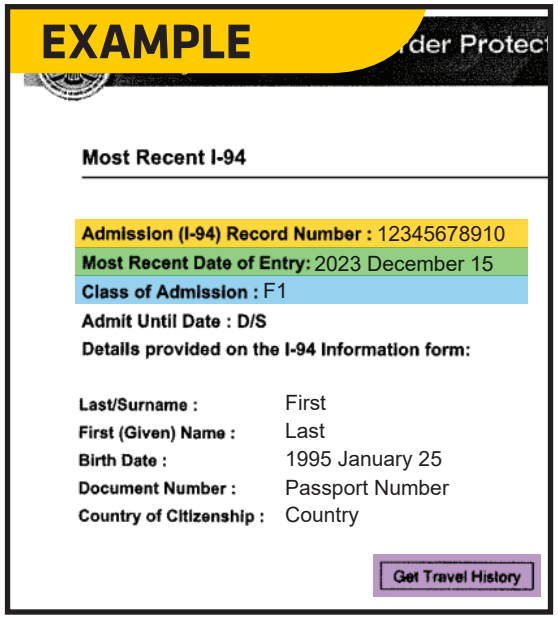
If the name of the city, town, or village in which you were born has changed its name since your birth, please use the old name.

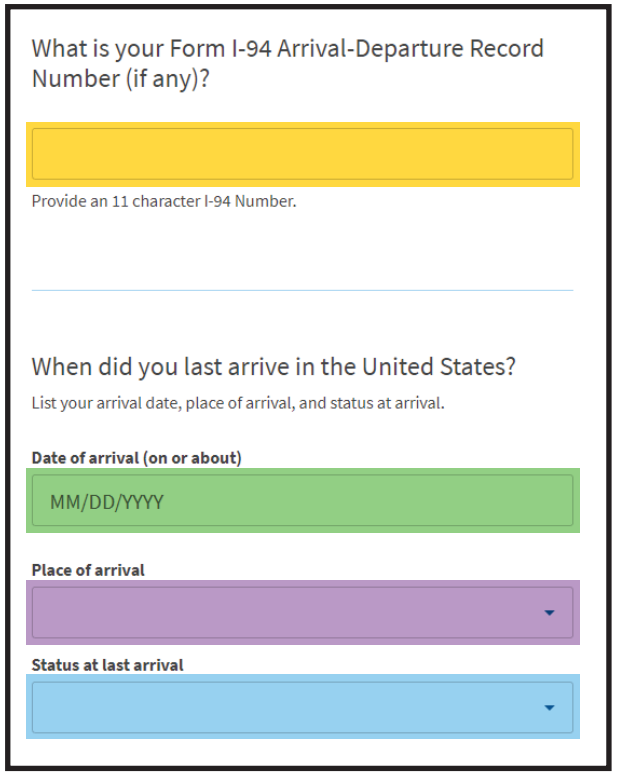
Your Immigration Information

21. Select your country of citizenship in this field.



22. Download your most recent I-94 arrival record from i94.cbp.dhs.gov Use the color-coded fields to correctly fill out your form. The Place of arrival is the port of entry at which you were processed through Customs and Border Protection, not your final destination. If you do not remember the port of entry, use the "Get Travel History" tool on the CBP website.

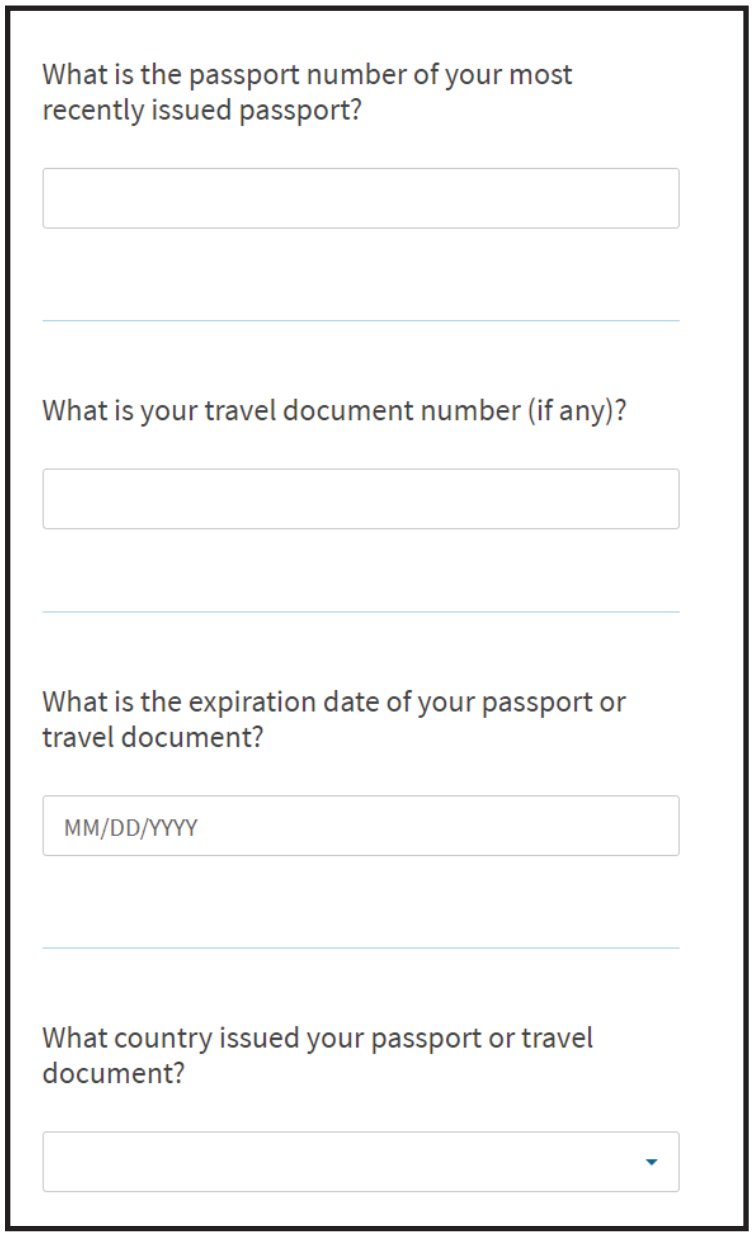




Your Immigration Information *cont.*

23. Enter your current passport details in these fields. If you have renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94 record. That is fine. Provide the number of your valid and most recently issued passport on this page.

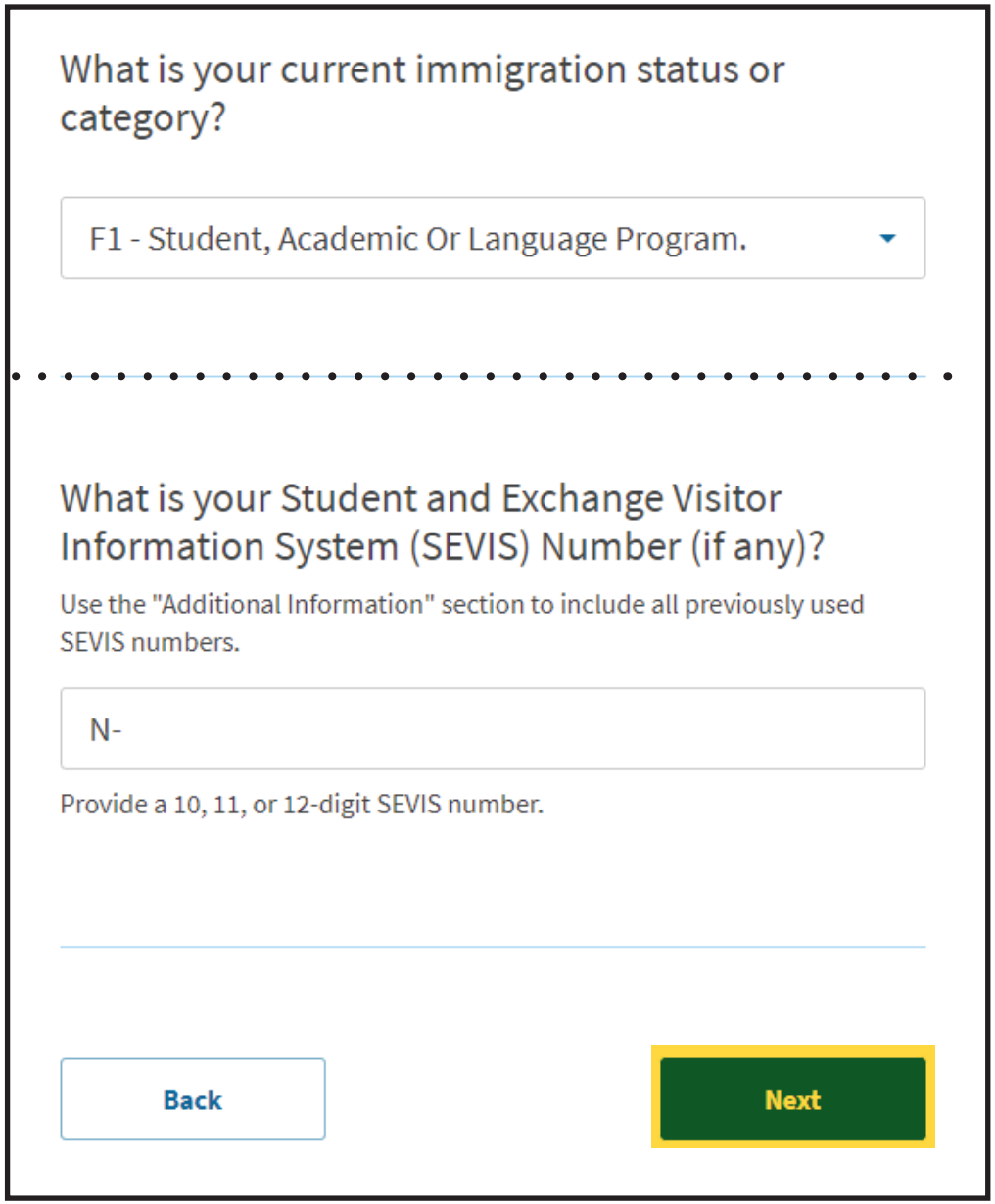
    Only enter a number in the travel document field if you have traveled using a document other than your passport and visa. Most F-1 students do not have another travel document. It is fine to leave this field blank.



Your Immigration Information *cont.*

24. Enter your current status. Only F-1 visa holders are eligible for OPT.

25. Enter your SEVIS number. You can find this number in the upper left corner of your current I-20. The number will begin with N00. Click *Next* to continue.

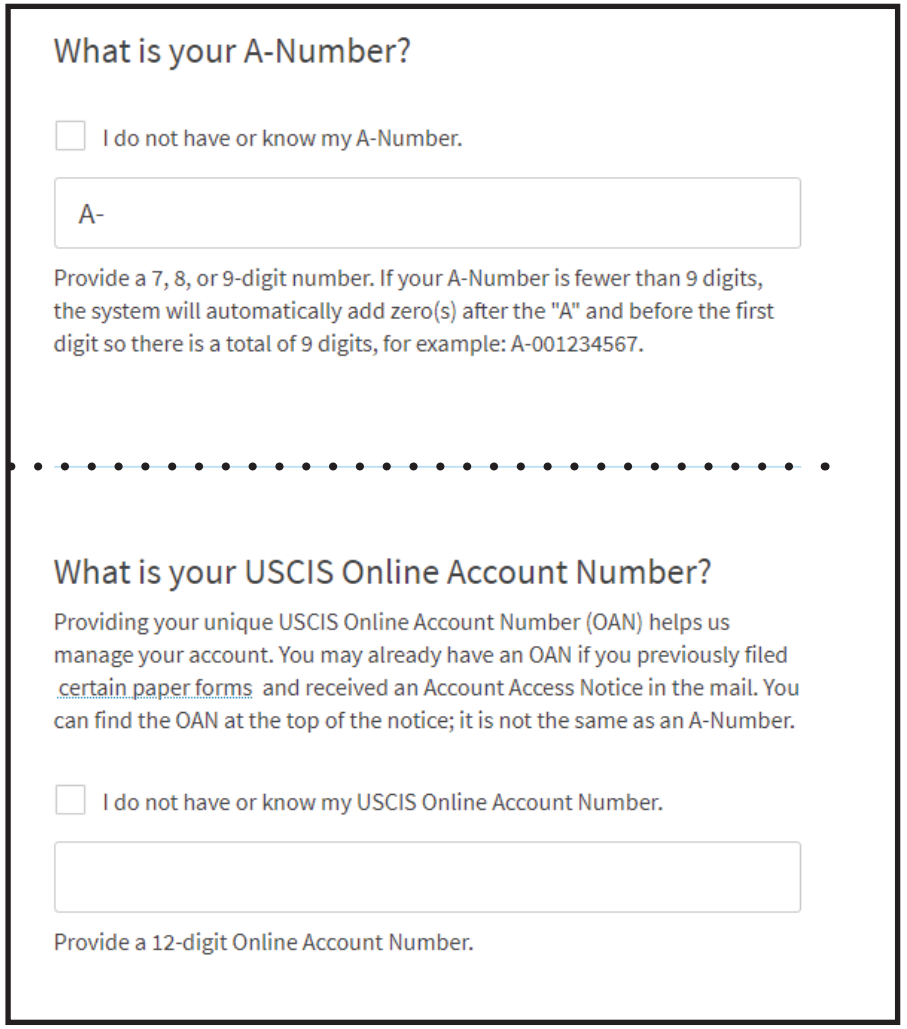


Other Information

26. Your A-Number is the USCIS# number found on your current OPT EAD. There should be a sequence of 9 numbers (eg. 123-456-789).

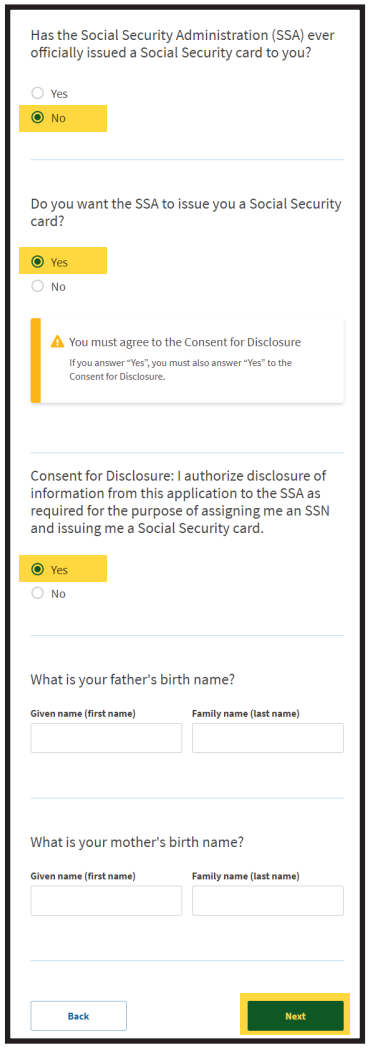
27. Your USCIS Online Account Number can be found on the piece of mail issued to you by USCIS during your first OPT application. The number is shown at the top of the Online Account Access Notice.

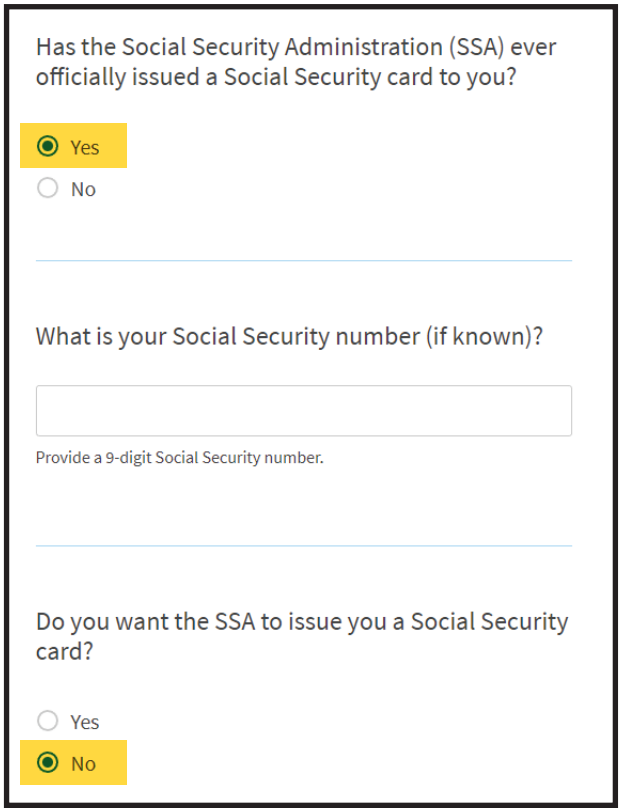
If you are not sure what your Account Number is, it is okay. You can check the "I do not have..." box and continue.



Other Information *cont.*

28. If you have a Social Security Number, select *Yes* and enter your SSN in the box. If you have a number already, select *No* to the second question.





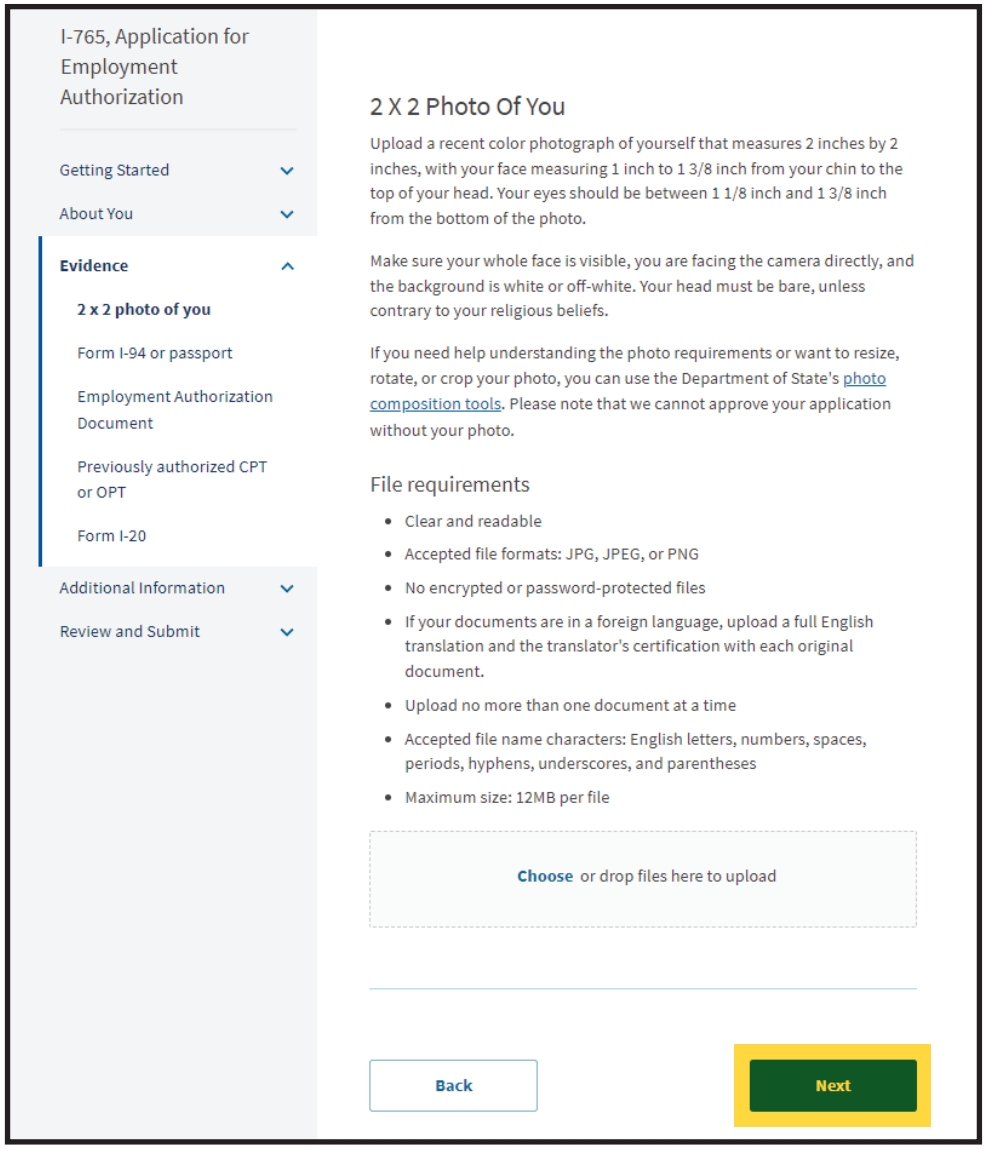
29. If you do not have a Social Security Number, you have the option of applying for your SSN with this application along with your OPT. If you want to apply for your SSN, select the highlighted options to the left and you will be asked to enter your parents' names. The names need to be your parents names at **birth**, even if this is different than what is currently on their passports.

When you have finished this section, click *Next* to continue.

2x2 Photo of You

30. Upload the required 2x2 passport style photo of yourself. If you need photos, they can be purchased at the WSU Post Office located in Morrison Hall.

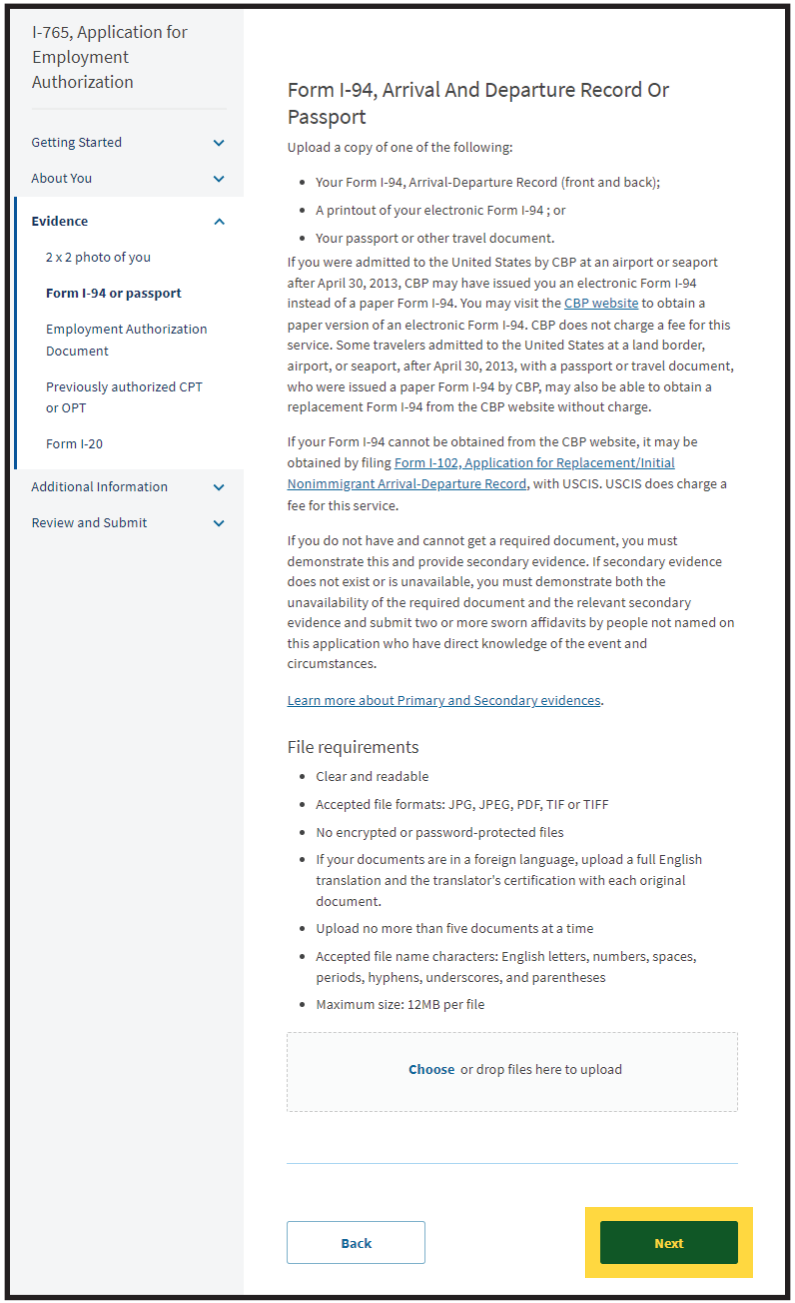
    Click *Next* to continue.



Form I-94 or Passport

31. Upload the I-94 downloaded for step 19 earlier in this application. You may also upload a copy of your passport identification page(s) in this section as an additional document.

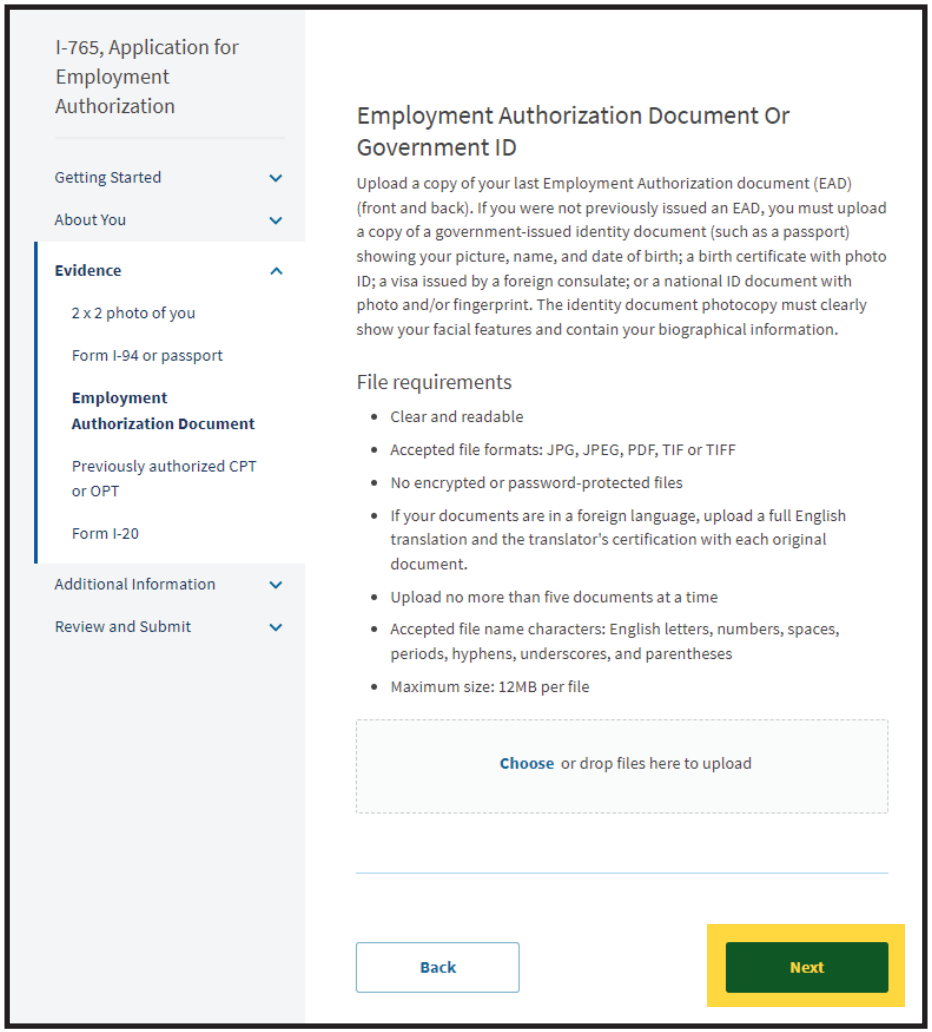
    Click *Next* to continue.



Employment Authorization Document

32. Upload a copy of your post-completion OPT EAD on this page.

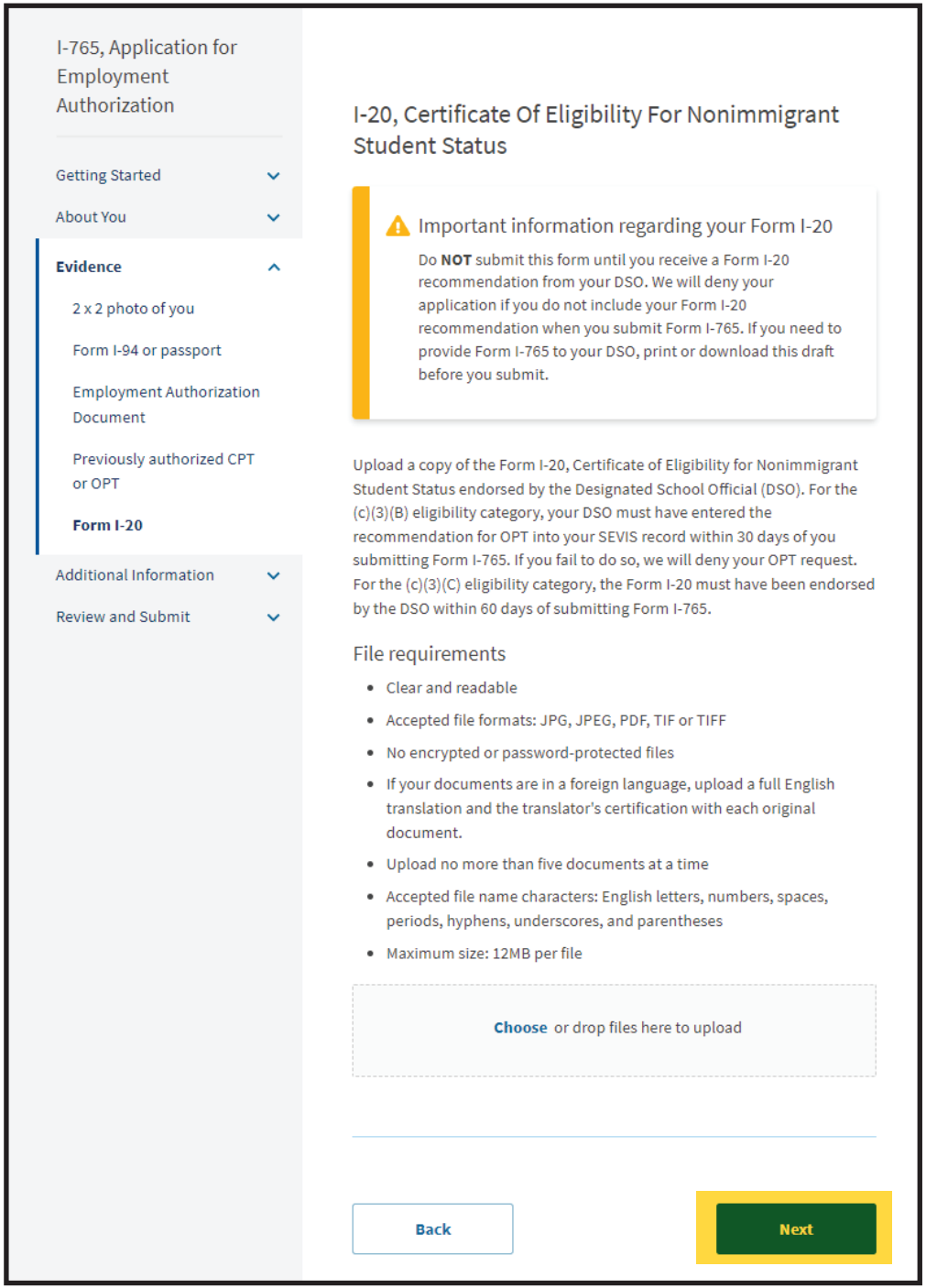
    Click *Next* to continue.



Form I-20

33. Upload the STEM OPT Recommendation I-20 that was issued to you by the OIE. Make sure that you have signed and dated **in ink** on page 1 of the I-20 before submitting.

    Click *Next* to continue.



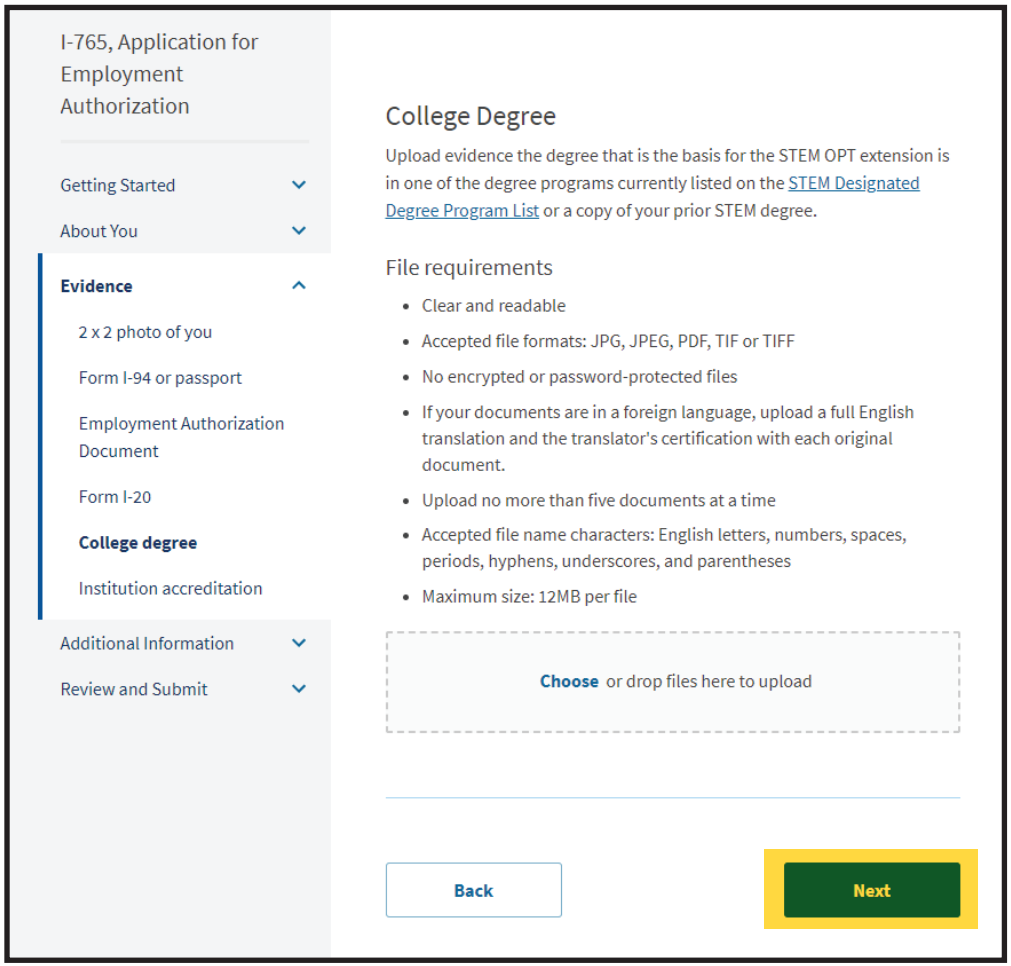
College Degree

34. USCIS has stated that transcripts or copies of diplomas indicating the level of the degree and field of study are acceptable as proof of your degree.

    Upload one or both of these documents on this page.

    Thesis/Dissertation/Project Graduate Students: *Upload the Graduate's School's Degree Status Letter here if you are applying for the STEM extension based on coursework completion (see STEM OPT Tutorial for additional details). If your degree has been awarded, submitting a degree status letter in addition to providing a transcript or copy of your diploma is not required.*

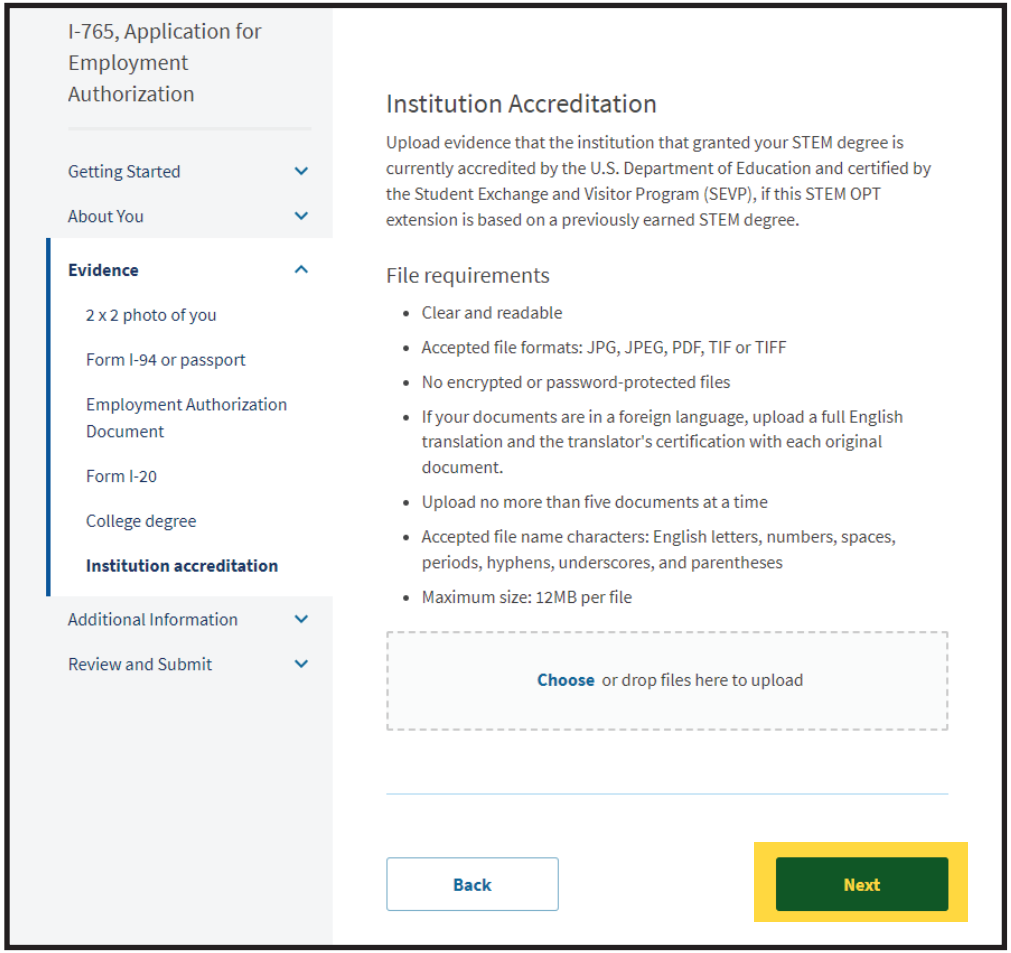
    Click *Next* to continue.



Institution Accreditation

35. If you are applying based on your most recently earned degree, you are not required to upload any evidence in this section. You must provide evidence of institution accreditation when applying for the extension based on a "previously earned STEM degree."

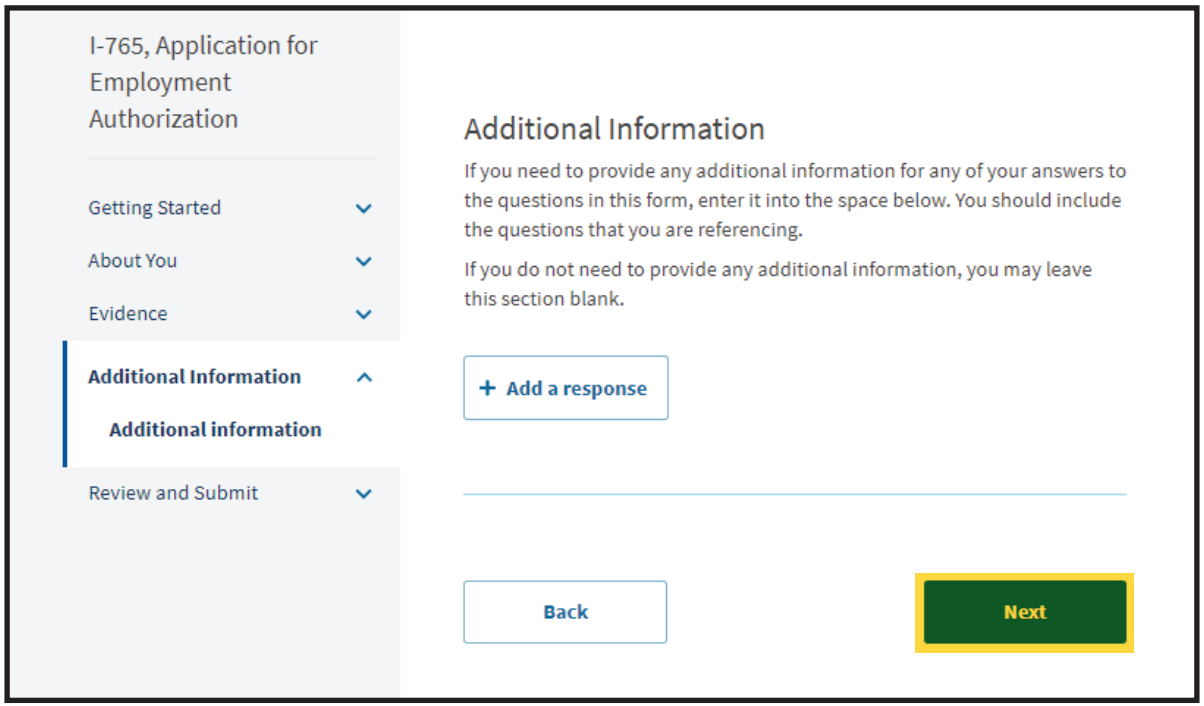
    Click *Next* to continue.



Additional Information

36. In this section, report any previously used SEVIS ID numbers or denied or withdrawn Forms I-765 (reference Receipt Number).

    Click *Next* to continue.

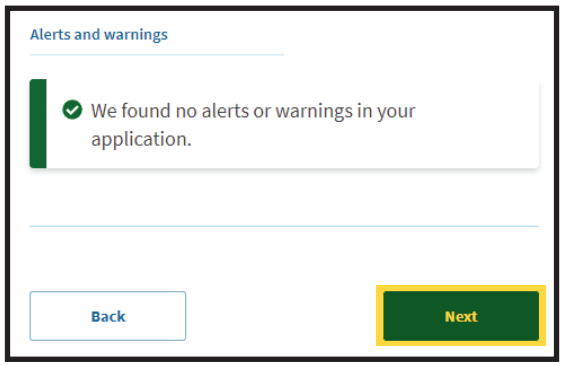


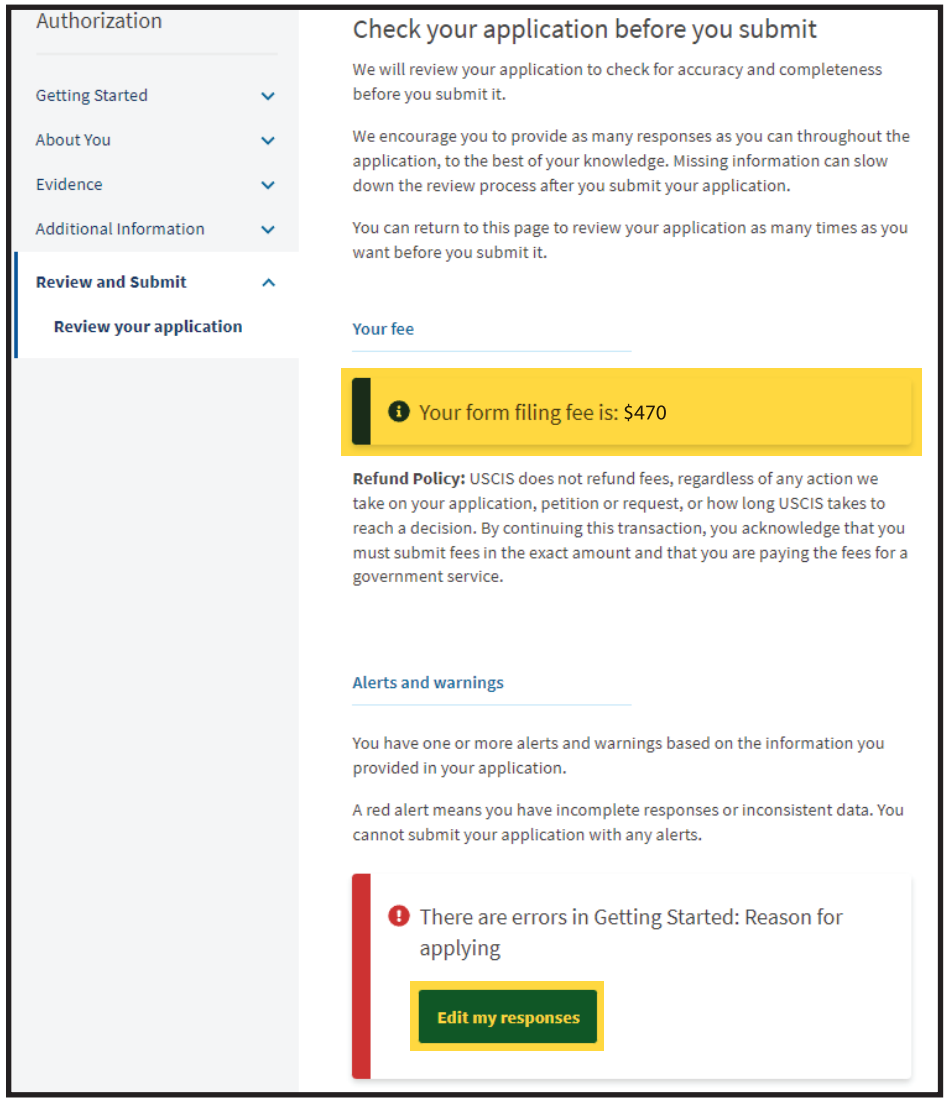
Review Your Application

30. Check your application and fix all errors that are mentioned. You can click *Edit my responses* to quickly move to pages with errors.
Once you have fixed all errors, the green checked box will display.

Make sure the correct OPT filing fee of $470 is displayed.

Once there are no alerts remaining, click *Next* to continue.

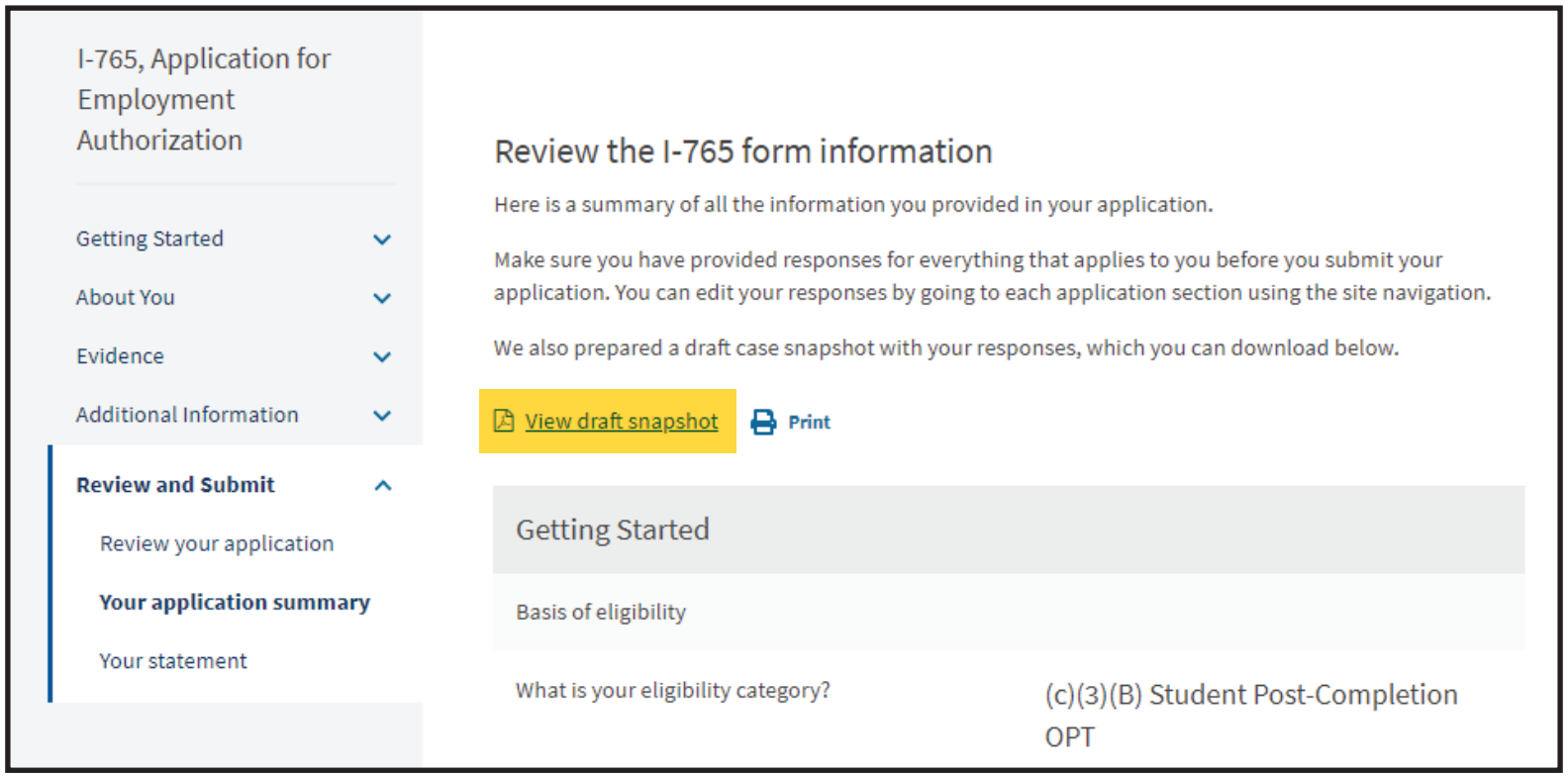




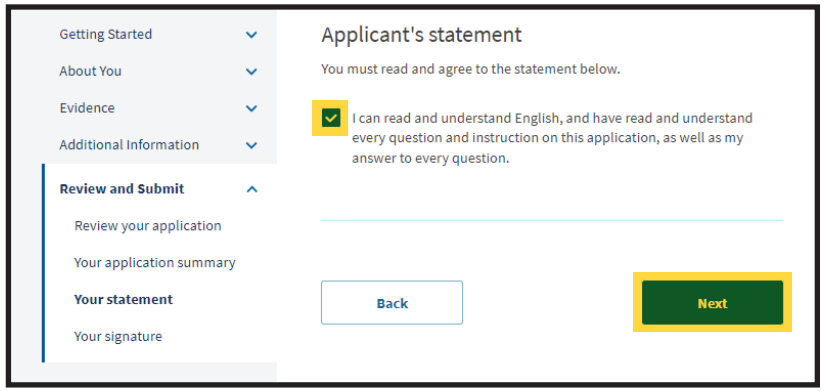
Your Application Summary

38. This page includes a summary of your entire application. You are able to review this page to confirm all your answers are accurate. If you would like an advisor from the OIE to review your I-765 for completion, click on *View draft snapshot* to download your I-765. Send this file to iss@wichita.edu and an advisor will check if any information is missing.

    Click *Next* to continue.



Your Statement / Your Signature

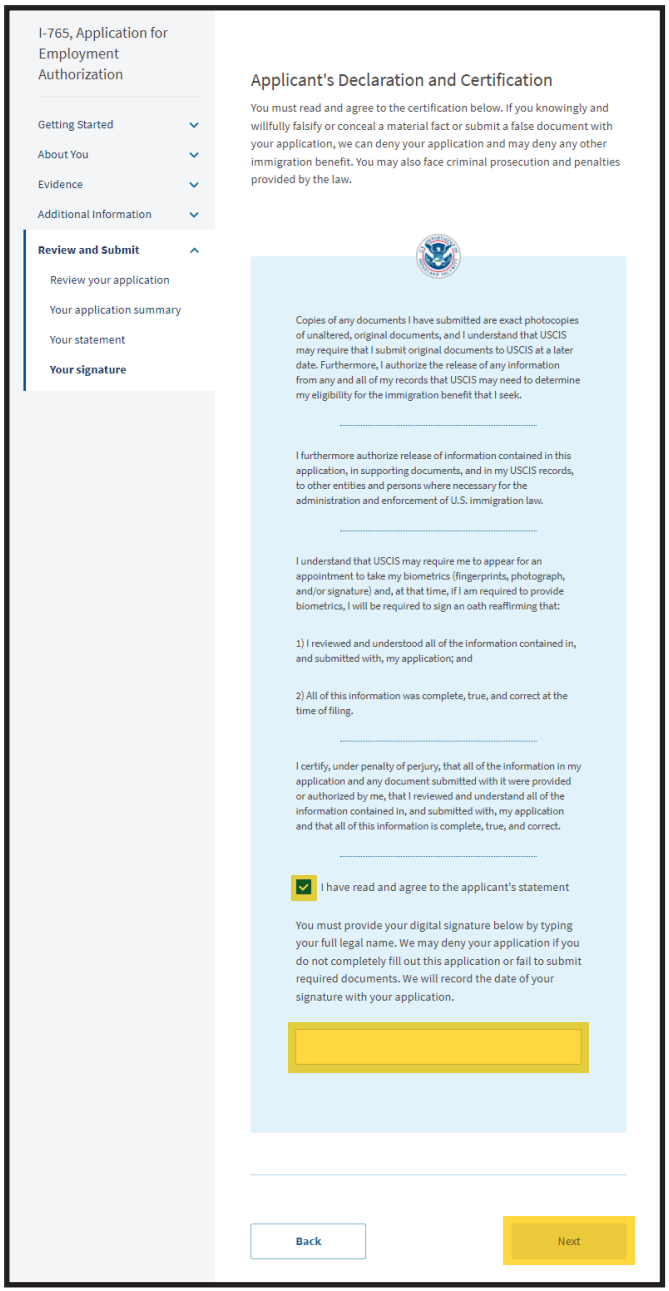


39. Check the box to accept the Applicant's Statement.

    Click *Next* to continue

40. Check the box to accept the statement again and type your full legal name into the field that appears.

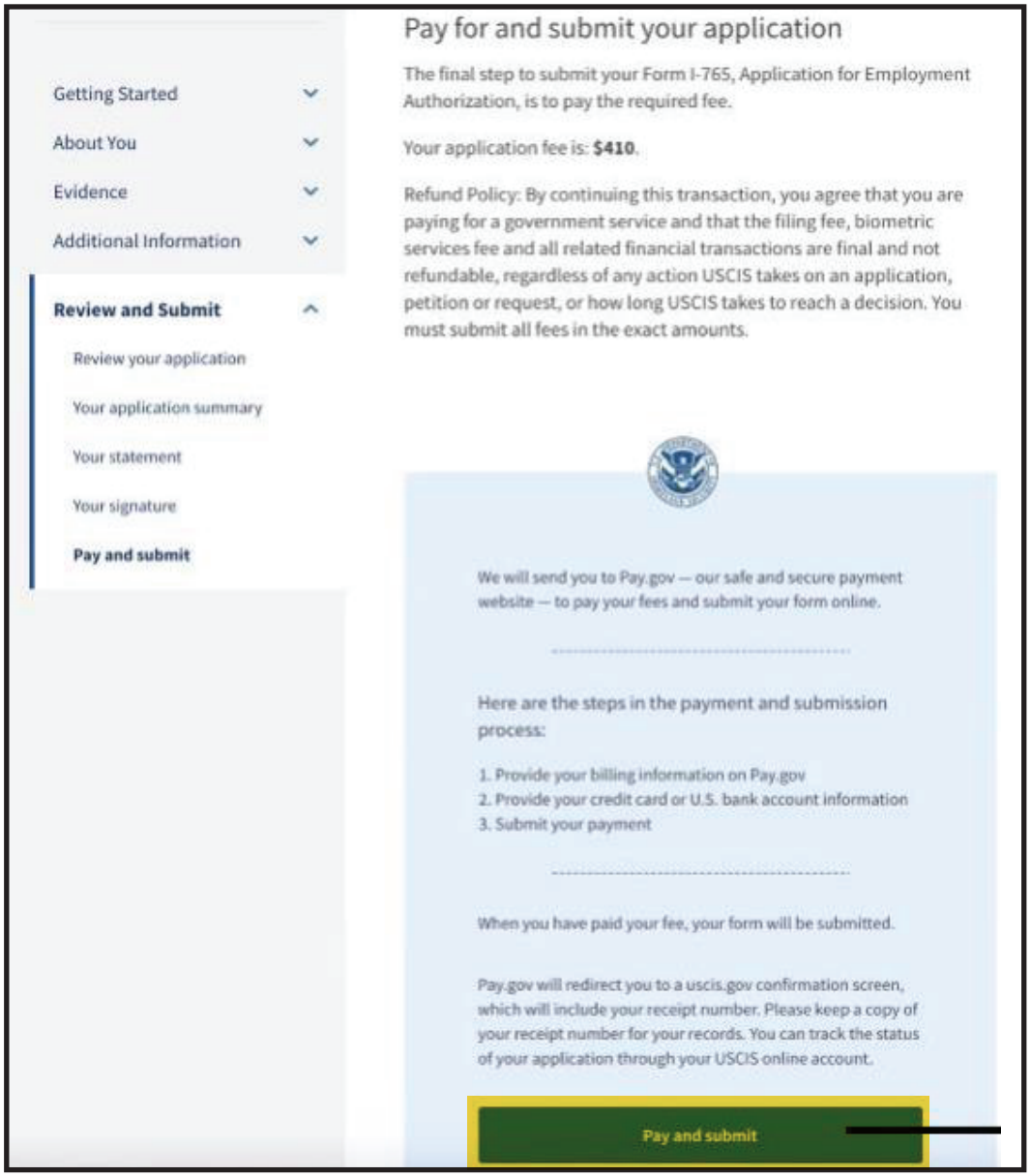
    Click *Next* to continue.



Pay and Submit

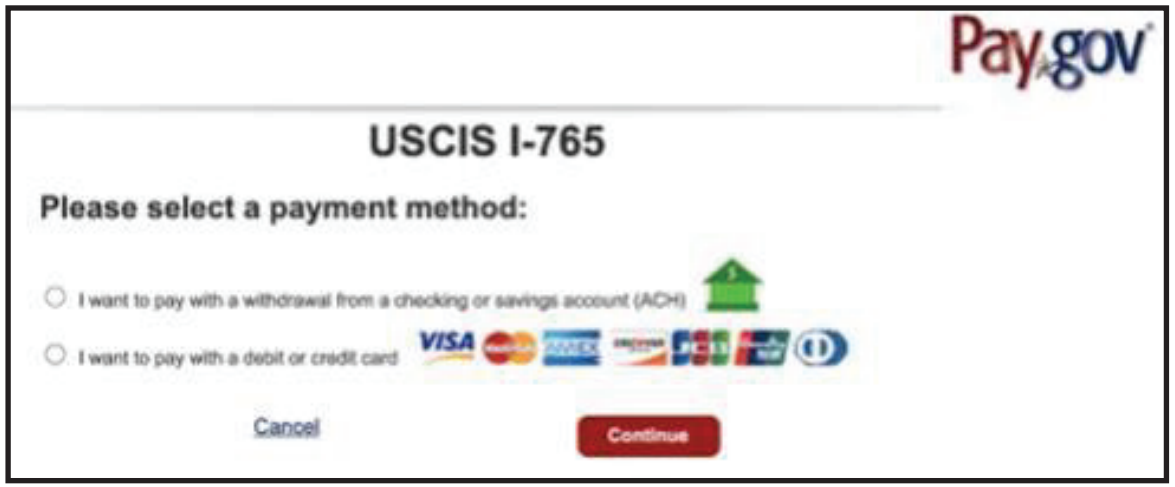
41. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

    Click *Pay and submit* to continue with the payment.

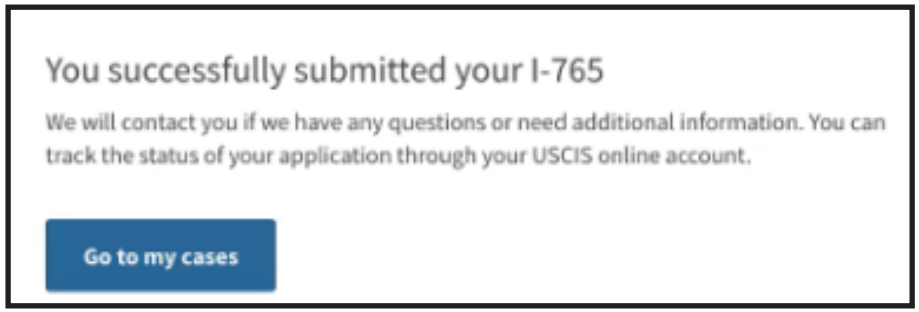


Pay and Submit *cont.*

42. Choose your payment method and enter your payment details.



43. Once you have completed your payment with pay.gov, you should see a screen with the confirmation message shown below, and you should receive an email from pay.gov confirming your payment has been received.



It is recommended to securely store the emailed confirmation notice for your records.

OPT Application Completed

You have submitted your STEM OPT application! You may track the progress of your application by viewing *Your Cases* in your USCIS account and clicking on *Case Status*, *Case History*, or *Documents* for application history/receipt.

If you have any questions that were not answered by this guidebook, please send an email to iss@wichita.edu. You may also contact the Office of International Education (OIE) during walk-in advising hours, which are usually Monday, Wednesday, and Friday from 1pm - 4pm, by coming in-person to our office or calling 316-978-3232.