STEM OPT FILING PROCEDURE

1. Student must submit the following documents to the International Students & Scholars Office:
   - Form I-983 Training Plan (completed by student and employer)
   - Employer letter stating the following: Employer name, address, and E-verify number; your job title
   - If this is a new employer, you must also complete the online OPT Employment Update Form.

2. The International Student Advisor will:
   a) Review documents submitted.
   b) Submit your OPT extension request electronically to SEVIS and issue a new I-20 for the duration of STEM OPT.

3. Student will pick up the STEM OPT I-20 from International Students & Scholars Office
   The new I-20 may be picked up approximately 3-5 days after submission to the ISSO. Student should keep copies of all documents for their records.

4. Student will mail STEM OPT Application Packet to USCIS
   - Completed Form G-1145; Type or print in black ink.
   - Completed Form I-765; Type or print in black ink.
     - Check the box for “Renewal of my permission to accept employment”
     - For item #16, the eligibility category is (c)(3)(c)
   - Copies of STEM OPT Form I-20, and any previously issued I-20(s), including I-20(s) from previous schools
   - Copies of passport pages with bio-page, signature, and validity dates
   - Copy of the most recent F-1 visa (or USCIS Approval Notice for change of status to F-1)
   - Copy of most recent I-94 (can be printed at https://i94.cbp.dhs.gov/I94/#/home)
   - Two color photos with your name and I-94 number written on the back (requirements are enclosed in OPT packet)
   - $410 check or money order payable to the “U.S. Department of Homeland Security”
     Write your name and I-94 number on the “memo” part of the check or money order (do not write on or sign the back of the check)
   - Copy of previous Employment Authorization Document(s) (EAD)
   - Copy of your diploma reflecting earned degree and major field of study. If major is not listed on your diploma, include a copy of your transcript which shows major field of study.
   - Employer letter stating the following: Employer name, address, and E-verify number; your job title

Students must mail the STEM OPT application packet along with the new “STEM OPT” I-20 to the USCIS within 60 days of the date the I-20 was issued. USCIS will deny your application if it is received 60 days after OPT I-20 was issued. It is suggested that you use Federal express mail service (FedEx) to mail the application.

USCIS mailing address varies based on your place of residence. Please use the chart accessible here https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities to determine which lockbox you should send your application to.