

## STEM OPT EXTENSION FILING PROCEDURE

**STEP 1:** Visit the [ISS Website F-1 STEM OPT page](#) and review the STEM OPT information.

**STEP 2:** [Log in ISS Connect](#) to create a STEM OPT Extension Request. **Proceed with ALL instructions listed until ALL boxes are checked. Click "Submit" at the top of the page after completing all requirements on the STEM OPT Request page.**

- a) View the **Learning Content**, sign the **Acknowledgement Form**, and complete the **Questionnaires**.
- b) **Upload scans** (PDF Format) of the original documents required for STEM OPT Application listed below
- c) Pay the **\$175 ISS STEM OPT Administrative Fee** (*credit card only; no checks or money orders*)

### Documents required for STEM OPT Application:

- [Form I-983 Training Plan](#) (completed by student and employer)([Form I-983 Instructions](#))  
*See "Completing the Form I-983 Training Plan" under Learning Content in ISS Connect*  
**\*\*Training Plan is for ISS only; do not send to USCIS**
- \$410** check or money order payable to the **"U.S. Department of Homeland Security"**  
*See "Sample Check/Money Orders" Learning Content in ISS Connect STEM OPT Request*
- Two identical passport-style photos with your name and I-94 number **written on the back lightly in pencil or felt pen**  
*See "Photo Requirements" Learning Content in ISS Connect STEM OPT Request*
- Completed [Form G-1145](#), Type or print in **black** ink
- Completed [Form I-765](#), Type or print in **black** ink; eligibility category is (C)(3)(C)  
*See "Sample Form I-765 for STEM OPT" Learning Content in ISS Connect STEM OPT Request*
- Copies of current Form I-20, and any previously issued I-20(s), **including I-20(s) from previous schools** (*most recent on top*)
- 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  
*See "Obtaining Your Most Recent I-94" Learning Content in ISS Connect STEM OPT Request*
- Copy of previous Employment Authorization Document(s) (EAD)
- Copy of your diploma
- Copy of your [official transcript](#) reflecting earned degree and major field of study
- Employer letter stating the following: Employer name, address, and **E-verify number**; your job title

### STEP 3: The International Student Advisor will:

- a) Review your STEM OPT Extension Request in ISS Connect
- b) Submit your STEM OPT Extension request electronically to SEVIS and issue a new I-20 for the duration of STEM OPT.

**STEP 4:** After submission of request, allow **4 business days** for processing. ISS will email you when your I-20 is ready.

**STEP 5:** Compile paper copies of the documents **in the order listed above** to be mailed to USCIS. Use a paperclip to attach the check and two photos on top of your packet. **DO NOT** staple any documents. Add a **copy** (you will keep the original) of your new STEM OPT I-20 on top of the copies of your previous I-20(s).

**STEP 6:** Student will mail OPT Application Packet to USCIS. Student should keep copies of all documents for their records.

**\*\*Students must mail the OPT application along with a copy of 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. If you do not completely fill out the Form I-765 or fail to submit required documents, USCIS may deny your application.**

It is suggested that you use Federal express mail service (FedEx) to mail the application. *\*Have your passport with you, as FedEx requires all customers to present a valid government/state-issued photo ID.*  
*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.*