



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](#) with your Pace University credentials (username and password) 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**

- View the **Learning Content** (Filing Procedure, Sample Form I-765), sign the **Acknowledgement Form**, and complete the **Questionnaires**.
- Upload scans** (PDF Format) of the original documents required for STEM OPT Application listed below
- 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](#))
****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"**
Write your name and I-94 number on the "memo" part of the check or money order. Your address is required on the check or money order; if your address is not already printed on the check, please write it at the top left as shown in the OPT Workshop. (do not write on or sign the back of the check)
- Two identical passport-style photos with your name and I-94 number **written on the back lightly in pencil or felt pen**
Photos must be 2 by 2 inches on a white to off-white background (see [detailed photo requirements](#))
- 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)
- 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 (can be printed at <https://i94.cbp.dhs.gov/i94/#/home>)
- 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:

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

STEP 4: STEM OPT I-20 will be ready for pick-up or mailing 4 business days following submission of request.

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.