

## STEM OPT Extension Checklist

Make an appointment with an International Programs (IP) advisor and have all items below completed and prepared BEFORE the appointment (incomplete OPT Packets will be delayed). A STEM OPT I-20 will not be issued until all documents are submitted to the International Programs office.

### Eligibility

- You must be currently employed and your employer must be registered with E-Verify. You cannot apply if your current OPT is expired.
- Your major has to be in one of the following fields: science, mathematics, computer science, information systems, quantitative economics or engineering.

### Application Steps

1. Gather all documents listed below and contact the International Programs office for a phone or in-person appointment.
2. A Designated School Official (DSO) will review the application packet and contact you if further information is required.
3. Your new I-20 with an OPT Extension recommendation will be ready within 5 business days. You will receive an email from your DSO when your I-20 is ready.
4. Mail entire packet (all items listed below) to U.S. Citizenship & Immigration Services (see below for mailing information).
5. Once accepted, you must maintain health insurance either through Wells Fargo, or your employer.

### Application Checklist

- A completed I-983 training plan from <https://studyinthestates.dhs.gov/form-i-983-overview>
- I-765 (Please visit <http://www.uscis.gov/i-765>).
- Photocopy of your degree
- Photocopies of ALL immigration documents (I-94, valid passport, and visa).
- Any correspondence with the Department of Homeland Security.
- Photocopies of ALL previous I-20s.
- Previous Employment Authorization Document (EAD Card)
- Two recent 2x2 frontal color passport photos with your name and I-94 card number written in pencil on the back.  
(See the U.S. Department of Homeland Security specifications at [http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)).
- Check/Money Order/Bank Check for \$410\*\* made out to U.S. Department of Homeland Security and indicate I-94 number for identification reasons. (USCIS fees are subject to change. To verify, please visit [www.uscis.gov](http://www.uscis.gov) and click Immigration Forms, Fees and Fingerprints.)
- New Form I-20 (issued by the IP during OPT application process).

### Application Deadline

Apply early! USCIS allows you to apply up to 90 days prior to your OPT end date. You must submit all documents to USCIS within 30 days of your immigration advisor issuing a new I-20 recommending OPT.

### Mailing Instructions

It is strongly recommended that you send your packet via UPS, FedEx, or some other service that provides tracking. Visit USCIS.gov for the appropriate lockbox facility to mail your packet to:

<https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>