

## 24-Month STEM OPT Extension Checklist

Items to be submitted to United States Citizenship and Immigration Services (USCIS)

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Revised  
10/17

The Office of International Services has updated your I-20 reflecting our support of your petition to file for STEM OPT Extension. It is your responsibility to complete the required application and submit it in a timely manner to USCIS.

**Your application must be received by USCIS before your OPT EAD expires and within 60 days of the issuance of the Form I-20.**

### USCIS APPLICATION CHECKLIST

Assemble application materials in the order indicated below. Paperclip check and passport photos on top.

- Form G-1145** (<https://www.uscis.gov/g-1145>)
  - Typed, not handwritten
- Original, signed Form I-765** (<https://www.uscis.gov/i-765>)
  - Typed, not handwritten
  - At top, mark: Renewal of my permission to accept employment
  - Item 15: Have you ever before applied for employment authorization from USCIS?
    - If yes, provide info for all previous EADs:
      - Which USCIS Office: *California, Potomac, Texas, Vermont or Nebraska Service Center*
      - Dates: *Dates of EAD card validity (handwrite dates if necessary)*
      - Results: *Granted*
  - Item 20: Eligibility category is (c)(3)(C) {small c, number 3, capital C}
  - Item 21: Degree is listed on page 1 of I-20 under Major
  - Signature: Use black ink to sign name in the signature box. Ensure the signature stays within the box.
- Photocopy of Complete STEM OPT Extension I-20**
  - Please sign and date page 1
- Printout of I-94 Arrival/Departure form** (<https://i94.cbp.dhs.gov/i94/#/home>)
- Photocopy of Passport Page**
  - Page that includes photo, passport number and expiration date
  - Must be valid for at least 6 months prior to application date
- Photocopy of all previously issued EAD cards and OPT I-20s**
- \$410 Check for Application Fee**
  - Make check payable to: US Department of Homeland Security
  - Write: *Four hundred ten dollars*
  - Write your date of birth and I-94 number on front of the check in the memo section (bottom left corner)
  - Do not write or sign on the back of the check
  - Check must have an imprinted name in upper left corner and either imprinted or handwritten address
  - Check must be a U.S. check drawn on U.S. bank but does not need to be from your own account
- Two (2) U.S. Style Passport Photos**
  - Write your name and I-94 number on the back of each photo
  - Do not use photos from your home country
  - Passport photos must be 2"x2" with proper facial dimensions of U.S. style passport photos
  - See passport photo guidelines on the OPT online workshop for examples
- Verification of Graduation from USC**
  - Provide an official or unofficial USC transcript; *or*
  - A copy of a USC diploma showing degree earned and program of study

**24 Month STEM OPT Checklist***Items to be submitted to United States Citizenship and Immigration Services (USCIS)***Page 2 of 2**Revised  
10/17**MAILING INSTRUCTIONS:**

1. Make copies of the entire application for your records and mail by certified U.S. mail. Application must be received by USCIS before your post completion OPT EAD expires and within 60 days of the issuance of the Form I-20.
2. Mail application to the USCIS Lockbox for the state you currently live in:

**If you currently live in:**

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands

**Mail your application to:**For U.S. Postal Service (USPS) Deliveries:

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

For Express Mail and Courier Deliveries:

USCIS, Attn: AOS  
1820 E. Skyharbor Circle S, Suite 100  
Phoenix, AZ 85034

**If you currently live in:**

Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

**Mail your application to:**For U.S. Postal Service (USPS) Deliveries:

USCIS  
P.O. Box 660867  
Dallas, TX 75266

For Express Mail and Courier Deliveries:

USCIS, Attn: AOS  
2501 S. State Hwy. 121 Business, Suite 400  
Lewisville, TX 75067

**REPORTING REQUIREMENTS WHILE ON STEM OPT EXTENSION**

For reporting requirements, please visit the OIS website: <http://ois.usc.edu/employment/employment-f1/opt-stem/reporting-requirements/>

**ADDITIONAL INFORMATION**

- Students who file the STEM extension application in a timely manner will be able to continue employment until a final decision is made by USCIS or for 180 days, whichever is earlier.
- OIS advises students not to travel until STEM Extension application is approved and a new EAD card has been received.