24-Month STEM OPT Extension Checklist
Items to be submitted to United States Citizenship and Immigration Services (USCIS)

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

**IMPORTANT:** Remember to check the expiration date of your OPT EAD and “Date Issued” on Page 1 of your STEM OPT Extension I-20. If your application is received by USCIS after the expiration of your OPT EAD and/or more than 60 days after “Date Issued” on Page 1 of your STEM OPT Extension I-20, your STEM OPT Extension will be denied. Please contact OIS before mailing your application to USCIS if you are at risk of missing either deadline.

**USCIS APPLICATION CHECKLIST**

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

- **Form G-1145** ([https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145))
  - Typed, not handwritten

- **Original, Signed Form I-765** ([https://www.uscis.gov/i-765](https://www.uscis.gov/i-765))
  - Be sure to download most recent version of form and instructions from the USCIS link above to prevent STEM OPT Extension denial
  - For guidance on how to complete I-765, refer to USC’s Sample STEM OPT Extension I-765
  - Typed, not handwritten
  - 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**
  - Sign and date the “Student Attestation” section

- **Printout of I-94 Arrival/Departure Record** ([https://i94.cbp.dhs.gov/I94/#/home](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

- **Photocopies** of all previously issued EAD cards, CPT I-20s and OPT I-20s

- **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 Slides 43-44 of STEM OPT Extension Instructions for further instructions

- **$410 Application Fee Payment**
  - Choose one of two options:
    - **Form G-1450** ([https://www.uscis.gov/g-1450](https://www.uscis.gov/g-1450)) for US credit card payment
    - **Check** (personal, cashier’s, or money order) from a US bank
      - Make check payable to: US Department of Homeland Security
      - For amount, write: Four hundred ten dollars
      - For memo section (front, bottom left corner), write date of birth (MM/DD/YYYY) and I-94 number
        - If check is a cashier’s check, money order, or from another account holder, be sure to also write your name (last name, first name)
      - Do not write or sign on the back of the check
      - Check must have an imprinted name on upper left corner and imprinted or handwritten address
  - Please refer to Slides 45-47 of STEM OPT Extension Instructions for additional guidance

- **Verification of Graduation from USC**
  - Copy of official or unofficial USC transcript
  - Copy of USC diploma showing degree earned and program of study
MAILING INSTRUCTIONS:
1. Make photocopies of the entire application for your records.
2. Mail application packet by certified US mail to the appropriate USCIS Lockbox Facility—see address below.

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If you currently live in:

Mail your application to:
For U.S. Postal Service (USPS) Deliveries:
USCIS
P.O. Box 21281
Phoenix, AZ 85036

For FedEx, UPS, and DHL Deliveries:
USCIS, Attn: NFB 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 FedEx, UPS, and DHL Deliveries:
USCIS, Attn: NFB 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: https://ois.usc.edu/employment/employment-f1/opt/opt-stem/

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.