Prior to mailing OPT application to USCIS, student must review the STEM OPT Extension Instructions and receive a STEM OPT Extension recommendation I-20 from the Office of International Services (OIS). After receiving the OPT I-20, it is the student’s responsibility to complete the required application and mail their documents to USCIS in a timely manner. USCIS must receive a correct and complete application prior to the expiration of the student’s OPT EAD.

USCIS Application Checklist

Student must assemble application materials in the order indicated below. Do not staple documents; use a paperclip.

**IMPORTANT:** On September 29, 2020, a US federal court issued an injunction against the USCIS fee increase that was expected to go into effect on October 2, 2020. Due to this ruling, USCIS will continue to accept OPT applications filed with the 8/25/20 edition of the Form I-765 and $410 fee until further notice.

- **Two (2) U.S. Style Passport Photos**
  - Passport photos must meet all U.S. Department of State specifications
  - Write student name (LAST NAME, FIRST NAME) and I-94 number on the back of each photo

- **Application Fee Payment—see IMPORTANT above**
  - Refer to Slide 43 of the STEM OPT Extension Instructions

- **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))—see IMPORTANT above
  - Download most recent version of form and instructions from the USCIS link above to prevent STEM OPT Extension denial
  - Refer to USC’s Sample STEM OPT Extension I-765 for guidance on how to complete the I-765
  - Student must sign the Form I-765 in black ink; signature must stay within the box provided

- **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

- **Printout of Most Recent Electronic Form I-94** ([https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home))

- **Photocopy of Signed STEM OPT Extension I-20 (all pages)**
  - Student must sign and date the Student Attestation section
  - Check I-20 for accuracy—personal information, major, employment information, etc.
    - CIP code following Major 1 under Program of Study section must match a code on the DHS list of STEM-eligible degrees — students who do not have an I-20 with this information must not proceed with application and need to contact OIS
  - REMINDER: Student must check the expiration date of their OPT EAD and Date Issued on Page 1 of their STEM OPT Extension I-20. If their application is received by USCIS after the expiration of the OPT EAD and/or more than 60 days after Date Issued on Page 1 of the STEM OPT Extension I-20, their STEM OPT Extension will be denied.

- **Verification of Graduation from USC**
  - Copy of official or unofficial USC transcript
  - Copy of USC diploma showing degree earned and program of study

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

REMINDER: Student must check the expiration date of their OPT EAD and Date Issued on Page 1 of their STEM OPT Extension I-20. If their application is received by USCIS after the expiration of the OPT EAD and/or more than 60 days after Date Issued on Page 1 of the STEM OPT Extension I-20, their STEM OPT Extension will be denied.

If you currently live in:

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

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

TO MAINTAIN F-1 STATUS ON STEM OPT EXTENSION, STUDENTS MUST:
• Comply with all STEM OPT Reporting Requirements specified in STEM OPT Extension Instructions—including data validation reports, Form I-983 self-evaluations, and any changes to employer

Failure to comply with reporting requirements will result in termination of the student’s SEVIS record by SEVP and/or USCIS. See STEM OPT Extension Instructions for further guidance.

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—refer to STEM OPT Extension Instructions
• For required documents for travel on STEM OPT Extension, refer to OIS website