



24-Month STEM OPT Extension Checklist

Student Name: _____

Last Name

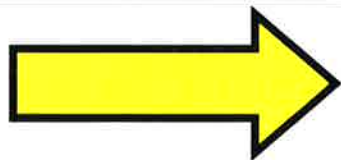
First Name

Mail the following documents, **in this order**, to the U.S. Department of Homeland Security:

1. *Optional:* Form G-1145, e-Notification of Application/Petition Acceptance. This form is used to request an electronic notification when USCIS accepts your immigration application. *This form is not required.*
Download Form G-1145 here: <https://www.uscis.gov/g-1145>
2. Check or money order made payable to “US Department of Homeland Security”.
3. 2 passport-style photos with your name & SEVIS ID number printed on the back (it is helpful to leave the photos in the folder which they might come in, or put them in an envelope with your name and SEVIS ID number on the outside of the envelope). Photo requirements can be found at <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
4. Form I-765, fully completed, signed, and dated. The form must be typed (not handwritten).
The website for Form I-765 instructions, including a link to download the form and obtain the correct filing fee is: <https://www.uscis.gov/i-765>
5. Photocopy of all pages of your new I-20 showing the 24-Month STEM Extension OPT request on page 2.
Make sure to sign and date your new I-20 before photocopying. Do NOT send the original copy.
6. Photocopy of your passport statistics page and expiration date (if on a different page)
7. Photocopy of your current F-1 student visa (it is ok for your visa to be expired)
8. Printed copy of your I-94 arrival/departure record; please print from <https://i94.cbp.dhs.gov/i94/#/home>
9. Photocopies of all previous I-20s you have been issued since the beginning of your F-1 status (there is no need to send the instruction page)
10. Photocopy of any previous EAD cards (front and back) if you have had received an EAD card before (OPT; economic hardship; special student relief)
11. Proof of your STEM degree. A photocopy of your official transcripts is recommended.

Once your packet is assembled, you should *make a photocopy of the entire packet for your records*. You should then clip or staple the packet together and mail to USCIS. Be sure you have signed and dated page 1 of your I-20.

Per immigration rules, USCIS must receive your STEM Extension OPT application within 60 days after your STEM Extension OPT I-20 was signed by the ISSS Office on page 1, and no later than the expiration date of your Post-Completion OPT.



PLEASE SEE REVERSE SIDE FOR IMPORTANT MAILING INSTRUCTIONS.

High Tech with a Human Touch™

Choose the state which corresponds with the U.S. Mailing Address you entered on your Form I-765:	Mail your application to:
Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington State, Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands	USCIS Phoenix Lockbox <u>For U.S. Postal Service (USPS) deliveries:</u> USCIS PO Box 21281 Phoenix, AZ 85036 OR <u>For Express mail and courier deliveries:</u> USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
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, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, US Virgin Islands, or West Virginia	USCIS Dallas Lockbox <u>For U.S. Postal Service (USPS) Deliveries:</u> USCIS PO Box 660867 Dallas, TX 75266 OR <u>For Express mail and courier deliveries:</u> USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067
It is strongly recommended that you mail your application documents by Certified Mail with Return Receipt with the United States Postal Services (USPS) or by courier service (for example, FedEx) to have proof that your application was received.	

AFTER APPLYING:

- Once you have received your EAD/OPT card, you must submit a copy to the ISSS office. You can either scan and email it to iss@fit.edu, or bring it to the ISSS office and we will scan a copy to your records.
- STEM degree holders on the 24-month OPT STEM extension must submit to ISSS self-evaluations via the Form I-983 during the first 12 months on the STEM OPT extension and at the completion of the 24-month extension period or at the conclusion of employment, whichever comes first. Evaluations should be submitted within 10 days of the required date. Any changes in employer/work information and personal information must be reported to the ISSS office within 10 days of any change. You are required to report every 6 months, regardless if there is a change or not. For more detailed information, visit http://www.fit.edu/iss/opt-stem-information-and-request.php#Employment&Reporting_Requirements.

Additional information can be found at www.uscis.gov.

As always, be sure to check the ISSS OPT STEM Extension website for updated information:

<http://www.fit.edu/iss/opt-stem-information-and-request.php>