Applying for the OPT STEM Extension by Mail

Application Materials

☐ **Form I-765:** Complete all fields in **<u>black ink</u>** or type and print the form. I recommend typing the form to ensure USCIS doesn't misread any of your handwriting and make an error on your EAD card. The current version of Form I-765 is available at: https://www.uscis.gov/i-765

- Part 1: Check box for 1.c. Renewal of my permission to accept employment.
- Your U.S. Mailing Address: CAUTION! Do not use your address if you might move within the next four months. The post office will NOT forward EADs. If you may move, we suggest using the ISS office as your address.
  - o 5.a. In Care Of Name: Intl Students and Scholars
  - o 5.b. 615 S Palatine Hill RD
  - o 5.c. MSC192 (may need to handwrite if this box won't allow typing)
  - o 5.d. – 5.f. Portland, OR, 97219
- 6-7. If you're using the ISS address for mailing, check No for #6 and enter your physical address for #7
- 8. The A-Number is printed on your EAD (labeled 'USCIS number').
- 12. Check Yes.
- 13. If you have an SSN (Social Security Number), check Yes and enter your SSN. If not, check No and go to #14.
  - o 14-17: Complete these sections if you would like to apply for an SSN. If you have an SSN, skip to #18.
- 21.a-e. Enter the information from your documents. Your I-94 number is available online at https://i94.cbp.dhs.gov/
- 22-23. You can find this on the entry stamp in your passport.
- 24 and 25. F-1 Student
- 26. Find this number on the upper section of your I-20 form.
- 27: Enter the following code exactly**: (C) (3) (C)**
- 28: Enter the student's degree level completed and major (example: Bachelor's in Biology), Employer's Name, and the Employer's E-Verify Company or Client Identification Number.
- 29-31: Leave blank.
- Part 3: Check the box for 1.a., complete your contact information, and sign and date #7.
- Leave parts 4-6 blank.

□ **Form I-983:** See the guidelines below. Additional information is available on this website: https://studyinthestates.dhs.gov/students-and-the-form-i-983

- Section 1: Complete with your information
  - SEVIS School Code of School Recommending STEM OPT: POO214F00012000
  - DSO: Bridget Flaherty, (503)768-7304, bflaherty@lclark.edu
  - Student SEVIS ID No: found on page 1 of your I-20 form
  - STEM OPT Requested Period: From: the date following your current OPT end date to one day prior in two years (Example: June 1, 2020 to May 31, 2022)
  - Qualifying Major and Classification of Instructional Programs (CIP) Code: found on page 1 of your I-20 form
  - Employment Authorization Number: found on your EAD card
- Section 2: Sign and Date, Print name
- Section 3: Your Employer will complete
- Section 4: Your Employer will complete and sign
- Section 5: You and your Employer will complete
- Section 6: Your Employer will complete and sign
- Evaluation on Student Progress: You and your Employer complete after 12 months of STEM Extension
- Final Evaluation on Student Progress: You and your Employer will complete at the end of your 24 month STEM Extension

□ **Letter from your Employer:** The letter can be brief, but it needs to be on company letterhead and signed by your employer. Include the following:

- That the employer is enrolled in E-Verify (provide E-Verify number, if possible)
- Employer's name and complete address (including zip code)
- Supervisor's name, title, and contact information (e-mail and phone number)
- Employment start date
- Position title and description of how the employment is directly related to your primary field of study

□ **Copy of your transcript** – it must indicate the degree level and title of major/degree program. Official or unofficial transcript

□ **Two identical passport photos** – These must be taken in the last few months and you cannot use ones you have used before, such as for an OPT or visa application

□ **A copy of your MOST RECENT Form I-94**, which can be found by entering your passport information at this site: https://i94.cbp.dhs.gov/I94/request.html

□ **A copy of all I-20 forms**

□ **A copy of (1) your passport photo/information page showing the passport expiration date, (2) the date stamp in your passport from your most recent entry to the U.S., and (3) your most recent U.S. visa**.

□ **Copies of all current or previous EAD cards** (front and back).

□ **Application Fee** - See current fee here: https://www.uscis.gov/i-765**.** Personal checks or money orders must be in the exact amount and payable to "**U.S. Department of Homeland Security**."

□ **Completed Form G-1145 for Text/Email Notification**: https://www.uscis.gov/g-1145

<u>Application Procedure</u>

<u>Students in or near Portland</u>
Gather the documentation on the application materials list, and meet with either Brian or Bridget in the International Students and Scholars (ISS) office.

<u>Students unable to apply in person</u>
1. Complete the first four items on the checklist (Form I-765, Form I-983, letter from employer, copy of transcript) and email or fax copies to ISS Staff

2. The ISS Staff will review the documents and issue you a new I-20 recommending the OPT STEM extension. This I-20 will be mailed back to you.

3. Upon receipt of the new I-20, sign and date page 1. Make 2 copies of your I-20: send one to ISS and include the other with your application packet. Keep the original. Also, mail the ISS the original I-983 form with signatures

4. Compile the Extension application in the following order:

    ☐ **Form G-1145**

    ☐ **Application Fee**

    ☐ **Passport Photos** (write your name on the back of each photo)

    ☐ **Form I-765** (original)

    ☐ **Copy of new OPT extension I-20** that you received from ISS staff

    ☐ **Copies of all I-20s**

    ☐ **Copy of your transcript**

    ☐ **Copy of most recent Form I-94**

    ☐ **Copy of Passport photo/info page showing expiration date**

    ☐ **Copy of date stamp in passport showing most recent entry**

    ☐ **Copy of most recent U.S. visa**

    ☐ **Copies of all current and previous EAD cards (front and back)**

5. Make a copy of the entire application packet for your records. If you would like Bridget or Brian to check that everything is correct, email scanned copies to one of us.

6. We recommend sending the application via UPS, FedEx or Certified U.S. Mail with Return Receipt to the appropriate U.S. Service Center serving your residence (go to https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities). If there are any problems with your application, you will need the mailing receipt and/or tracking information for your packet.

7. When a decision is made, email a copy of your results and new documents to the ISS.