OPTIONAL PRACTICAL TRAINING STEM EXTENSION
FILING PROCEDURE

1. **Students must submit the following documents to the Office of International Student & Scholar Services, including this form:**

   _____ a) Completed Form I-765 signed in blue ink. You MUST use the electronic version, a fillable PDF form and type in your responses. Do not handwrite the form.
   i) Item #10 include your EAD number
   ii) Item #11 include the immigration service center on your I-797 from OPT and put the start date that is on your EAD card
   iii) Item #16 should be completed as (c)(3)(C)
   iv) Item #17 must list company name, e-verify number and degree

   _____ b) Completed Form I-983 Training Plan by student and employer
   _____ c) Copies of current Form I-20 and any previously issued Form I-20(s).
   _____ d) Photocopy of picture-page in passport, expiration date page, visa page.
   _____ e) Form I-94 – can be obtained at [www.cbp.gov/i94](http://www.cbp.gov/i94).

   _____ f) Copy of EAD card (front and back)
   _____ g) Copy of diploma awarded or official transcript for the degree upon which your OPT is based
   _____ h) Two color photos with name and admission number on the back (see example).

   _____ i) $380 check or money order payable to the “Department of Homeland Security (DHS) with name and admission number on the check or money order.

2. **Student must submit start and end dates for the requested OPT STEM Extension:** *(required)*

   Start date: ___________________________   End date: ___________________________

   Student’s Signature Required: ________________________________________________

3. **The Office of International Student & Scholar Services:**

   a) Request OPT STEM Extension in the Student Exchange Visitor Information System (SEVIS).
   b) Review documents submitted and prepare necessary copies.

4. **Student will be notified by email to pick up the application for mailing approximately 3-4 days after submission. Students will mail the documents to the USCIS. It is suggested that to use express mail OR certified mail with return receipt requested to mail the application to the following address:**

5. **For regular U.S. Postal Service (USPS) Deliveries:**

   UScis
   PO Box 660867
   Dallas, TX 75266

   **For Postal Service Express mail and courier deliveries:**

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

6. **Students should keep copies of all mailed documents for their records.**

   **IMPORTANT:** It is recommended to not leave the United States before receiving the STEM OPT Employment Authorization Document (EAD card), if your current EAD card has expired.
New USCIS Photo Requirements

Please be sure to follow the guidelines as indicated in the following graphic. These are different than the previous side-pose that was required. Also be sure to write (in pencil) your name and Admission # on the back of the photos.

- The photos must be in color, with a plain background.
- All photos must meet size and image specifications.
- Photos must be of the applicant only.
- Where more than one photo is required, all photos of the person must be identical.
- The photos must be no more than 30 days old when an application is filed.
- The rules regarding head and face coverings have not changed. In general, head and face coverings are not acceptable on immigration photographs. However, the Foreign Affairs Manual (FAM) delineates very limited circumstances (medical or religious) when such coverings might be acceptable.

Source: DOS U.S. Passport and U.S. Visa Photography Guide