



## 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 <https://www.uscis.gov/i-765> **signed in blue ink.** You MUST use the electronic version 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 #20* should be completed as (c)(3)(C)
    - iv) *Item #17* must list company name, e-verify number and degree
  - \_\_\_\_\_ b) Completed Form I-983 <https://www.ice.gov/document/sevp-form-i-983-training-plan-stem-opt-students> Training Plan by student and employer
  - \_\_\_\_\_ c) Copy of picture and expiration date page in passport AND visa page
  - \_\_\_\_\_ d) Recent Form I-94 – can be obtained at <https://i94.cbp.dhs.gov/I94>
  - \_\_\_\_\_ e) Copy of EAD card (front and back)
  - \_\_\_\_\_ f) Official transcript for the degree upon which your OPT is based
  - \_\_\_\_\_ g) Two color photos with name and admission number on the back (see example).
  - \_\_\_\_\_ h) \$410 payment
    - o Check or money order payable to the “Department of Homeland Security (with name and I-94/admission number included on the payment)
- OR
- o Complete the Form G-1450 <https://www.uscis.gov/g-1450> to pay by credit card

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

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Job title for your STEM OPT: \_\_\_\_\_

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:**

- |  |  |
|--|--|
| <b>5. For regular U.S. Postal Service (USPS) Deliveries:</b> | <b>For Postal Service Express mail and courier deliveries:</b> |
| USCIS  | USCIS  |
| PO Box 660867  | Attn: AOS  |
| Dallas, TX 75266   | 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.

# USCIS Photo Requirements

Please be sure to follow the guidelines as indicated in the following graphic. Also, be sure to write (in pencil) your name and I-94/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.

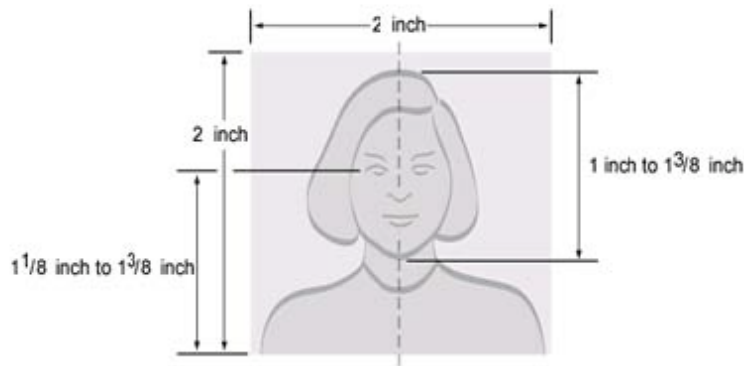
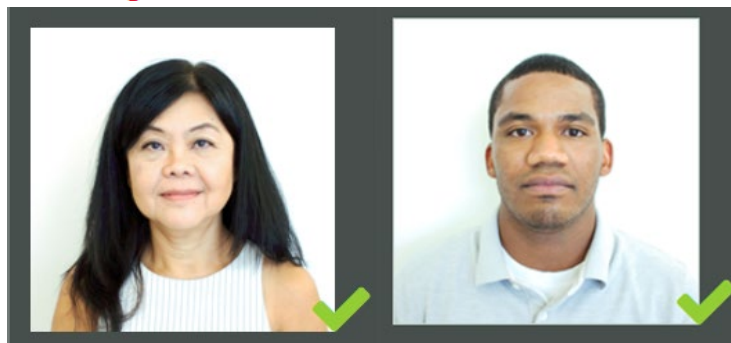


Figure 2. Head Position & Placement

## Well-Composed Photos



↑ source: [DOS U.S. Passport and U.S. Visa Photography Guide](#)