

Office of International Services STEM Optional Practical Training (OPT) Checklist

This checklist is intended to help you prepare your STEM OPT application to send to USCIS. It is your responsibility to ensure that you have all required documents.

DO NOT mail the Form I-983 to USCIS.

- [USCIS Form I-765](#) completed and signed by the student. Make sure to use the most recent version of the form available on the USCIS website. The code for question 27 is (c)(3)(c) for STEM OPT. **We recommend single sided printing for USCIS forms.**
- [USCIS Form G-1145](#), E-notification of Application/Petition Acceptance for email/text notification updates regarding your petition. Make sure to use the most recent version of the form available on the USCIS website.
- 2 Passport-style photographs that meet [USCIS specifications](#) found on Form I-765 instructions.
 - Payment of the USCIS processing fee. There are two options:
 - A check or money order in the amount of \$410 made payable to "U.S. Department of Homeland Security" (to view a sample check, visit the USCIS website page for [Paying Immigration Fees](#)
 - Credit card payment via [USCIS Form G-1450](#). Make sure to use the most recent version of the form available on the USCIS website.
- Copy of pages 1 and 2 of I-20 with STEM OPT recommendation (recommendation can be found on page 2). This is the document you will receive at your OPT appointment.
- Copy of your current [I-94 Arrival/Departure Information](#).
- Copy of your current unexpired passport id page
- Copy of your current F-1 visa stamp (Citizens of Bermuda and Canada are exempt from this requirement).
- Copies of front and back of any previous work authorization cards (EADs) you have **EVER** been issued.
- Copy of diploma or transcript of the degree being used for the STEM extension; make sure that it indicates the field in which you received your degree
- Copies of the information pages (1 AND 3 OR 1 AND 2) page of ALL Form I-20s that have been issued to you by ALL SCHOOLS PREVIOUSLY ATTENDED

You are advised to make a copy of your entire application before mailing it to USCIS for your record.

MAILING INSTRUCTIONS: Send application to the appropriate USCIS office. Be careful that the address you use on the I-765 is one at which you may receive mail.

***Important:** The STEM OPT application must be filed within 60 days of receiving your STEM OPT recommendation from an OIS advisor and prior to the expiration of your initial OPT. Your advisor's STEM OPT recommendation date is the date that your most recent I-20 (with STEM OPT recommendation on page 2) was printed. Failure to submit your application during this time frame WILL result in a denial of your application.*

Send your application by courier delivery (FedEx, UPS, DHL):

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

File your application online: USCIS now offers students in F-1 status the ability to submit the I-765 electronically through their [online portal](#). This process involves filling out the I-765 electronically, uploading the required documents and paying the fee through the online portal. By filing online, you will automatically receive digital notifications so you do not need to file form G-1145. The online application process is new and OIS advisors may not be able to answer all of your questions about the process. Additionally, at this time we know very little about how the processing of online applications compares to the processing of those filed by paper.