



International Students and Scholars Office

Guidance for Online Filing of STEM OPT Application

Please review USCIS instructions in detail here <https://www.uscis.gov/i-765>

Please note that the information below is only intended to provide general assistance on how to complete the online I-765 form. It is not intended to serve as formal legal advice.

You are responsible for the accuracy and completeness of the I-765.

Step

1

Complete the I-983 training plan with your qualified employer

Request for a STEM OPT I-20

Step
2

Please complete the STEM OPT I-20 request form found on ISSO website. Your assigned International Student Advisor will email you the STEM OPT I-20 in 5 business days.

Go to a USCIS account and Login to MyUSCIS Service

Step
3

By clicking the File Online option at of I-765 at <https://www.uscis.gov/file-online/forms-available-to-file-online>.

Select the I-765 Form

Step
4

Your category is (c)(3)(C) for the 24 month STEM OPT extension



International Students and Scholars Office

Step 5

Provide information

- What is your degree?
 - What is your employer's name as listed in E-Verify?
 - What is your employer's E-Verify company identification number?
 - Would you like to request Premium Processing Service?
-

Q: What is your reason for applying?

A: Renewal of permission to accept employment

Q: Have you previously filed Form I-765?

A: Yes

- Is someone assisting you with completing this application?
- What is your current legal name?
- Have you used any other names since birth?
- Daytime telephone number
- Email address
- What is your current U.S. mailing address?
- Is your current mailing address the same as your physical address?
- What is your gender?
- What is your marital status?
- What is your city, town or village of birth?
- What is your state or province of birth?
- What is your country of birth?
- What is your date of birth?
- What is your country of citizenship or nationality
- What is your Form I-94 Arrival-Departure Record Number
- When did you last arrive in the United States?
- What is the passport number of your most recently issued passport?
- What is your travel document number (if any)? *Most students leave it blank.*
- What is the expiration date of your passport or travel document?
- What country issued your passport or travel document? *It is likely the country you are a citizen of (even if you renewed your passport with your country consulate that is located in the USA).*
- What is your current immigration status or category? *F-1*
- What is your SEVIS number? *N000XXXXXXx*
- What is your A-Number? *Put USCIS # listed on your current OPT EAD card*
- What is your USCIS Online Account Number? *Most students would choose "I do not know."*

Regarding the Social Security number and card question, if you already have the number, there is no need to get a new one. It is the same number for your lifetime.



International Students and Scholars Office

Upload the documents:

- Passport sized photo (Use a new photo)
- I-94
- Previous EAD (front and back)
- Passport ID page
- F-1 visa stamp (valid or expired)
- STEM OPT extension recommendation I-20
- College degree evidence (transcript and/or diploma)
- Institution Accreditation evidence (This section is only applicable if your STEM OPT extension is based on a previously earned STEM degree. If you are applying for STEM OPT extension based on your post-completion OPT degree from CPP, you do not need to upload anything in this section.)

Step 6

(Note: The STEM OPT extension recommendation I-20 must be submitted to USCIS within 60 days from when it was added in the system, or the OPT application will be denied. So, please do not wait until the last minute to file the STEM OPT extension application.)

**Step
7** Review, acknowledge the applicant's statement, **sign and pay the fee.**

After submission, your application will automatically be assigned a USCIS receipt number, in which you can use to check your case status at <https://egov.uscis.gov/>
