SIUe

Office of International Students & Scholars
24-Month STEM OPT APPLICATION INSTRUCTIONS

Enclosed is your new I-20 with the STEM OPT authorization. In order to apply for the STEM OPT Extension, you must file a Form I-765 along with a copy of the new I-20 and other required supporting documentation.

REQUIRED DOCUMENTATION

☐ **Form I-765: Application for Employment Authorization, all pages 1-7**
Use the fillable form which is available online at: https://www.uscis.gov/i-765
Follow the sample from our website. For pdf instructions on how to complete the Form I-765 go to: http://www.siue.edu/opt/extension/opt-stem-applicaition.shtml

☐ **Form G-1145: Request for e-Notification**
- Use the fillable form which is available online at: https://www.uscis.gov/g-1450

This form provides an e-confirmation of the receipt of your application by USCIS.

PHOTOCOPIES OF IMMIGRATION DOCUMENTS

☐ **Passport ID page**—showing photo and expiration date (include the renewal page if applicable.)
☐ **I-94 printout**—pdf instructions for accessing your most recent one are available at http://www.siue.edu/iss/arrival/getting-your-i-94-number.shtml
☐ **F-1 Entry Visa**
☐ **OPT EAD card**—copy of the front and back of your current card (also called the Employment Authorization Document (EAD) card)

ADDITIONAL DOCUMENTATION

☐ **Two NEW passport-style photos:**
- Photos used for previous passport or visa applications cannot be used. To see an example, go to https://travel.state.gov/content/passports/en/passports/photos/photo-composition-template.html
- Use a ballpoint pen (not a gel pen) to print your name and I-94 number on the back of each picture and place in a small envelope marked PICTURES.
☐ **$410 Application Fee**—Choose one of the following payment options:
- Credit card payment— *Be sure you enter the correct card information and have sufficient funds available to charge $410 or your application will be rejected.*
  Use Form G-1450 Authorization for Credit Card Transactions
- https://www.uscis.gov/g-1450
- Personal check—make it payable to: U.S. Dept. of Homeland Security
- Money order—can be purchased at the post office or a bank for a small fee
☐ **SIUE Diploma:**
- If your diploma is not available, you can submit an official transcript from the Registrar's office showing degree completion. To request a transcript from the Registrar, go to: https://www.siue.edu/registrar/services/student-records/requesting-a-transcript.shtml

ASSEMBLING YOUR STEM OPT EXTENSION APPLICATION

Be sure to make a photocopy of your entire application for your records after you have assembled it in the following order:

_____ 1. $410 application fee

_____ 2. Photos (name & i-94# printed on back of each photo; place in envelope labeled PICTURES)

_____ 3. Form G-1145: Request for e-Notification

_____ 4. Form I-765: Application for Employment Authorization, all pages 1-7

Photocopies:

_____ 5. Signed OPT STEM I-20 by advisor & student, page 1 (NOT the original)

_____ 6. OPT STEM I-20, page 2 (NOT the original)

_____ 7. Passport

_____ 8. F-1 Visa Stamp

_____ 9. I-94 printout

_____ 10. Current OPT EAD card, front & back

_____ 11. SIUE Diploma or Official Transcript

Once you have made a copy of your application, attach your application fee and PICTURE envelope to the front of the entire application packet.

SHIPPING YOUR STEM OPT APPLICATION

It is your responsibility to make sure USCIS receives all required application materials in a timely manner. **USCIS must receive your application within 15 days of the date your new STEM OPT I-20 was issued (the dates on the I-765, check and photos must be less than 30 days old), and before the end of your 60-day grace period.** Send your completed OPT application packet **with TRACKING** to USCIS.

For U.S. Postal Service (USPS) deliveries:	For Express mail and courier deliveries (FedEx, UPS):
USCIS **Attn: I-765 C03** **P.O. Box 805373** **Chicago, IL 60680-5374**	**USCIS** **Attn: I-765 C03 (Box 805373)** **131 South Dearborn - 3rd Floor** **Chicago, IL 60603-5517**