



If you wish to apply for an extension of your employment authorization for optional practical training in your major field, please read the following information to be sure you are eligible.

To be eligible for a 17-month extension of your employment authorization:

- 1) Your degree from UWS must have been in one of the STEM (Science, Technology, Engineering, Math) fields.
- 2) Your current employment must be directly related to that field.
- 3) Your extension employment must also be directly related to your major STEM field.

See the [list of approved fields/majors](#).

- 4) Your employer during your extension must be registered with E-Verify.

You may switch employers during your extension, but each one must be registered with E-Verify. If your employer does not have an E-Verify Company Identification Number, you are not eligible to work for them. See the [E-Verify website](#) for more information.

- 3) You must apply for the STEM extension BEFORE your current employment authorization document (EAD) expires. Ideally, you should begin the application process 3 to 4 months in advance of the expiration date of your EAD. The [I-765 application form](#) and [instructions](#) are available on the USCIS website.

**IMPORTANT NOTE:** A student whose application for a STEM extension is received by USCIS in a timely manner can continue working for up to 180 days beyond the expiration of the prior post-completion OPT EAD while the STEM extension application is pending. However, that employment must conform to STEM conditions during this interim extension period, including the requirement that the student work only for an E-Verify employer.

#### APPLYING FOR A 17-MONTH OPT STEM EXTENSION

#### Preparing your application packet.

Refer to the [Form I-765 filing instructions](#), for complete details on what you must send in your application packet. For your reference, the packet must include **at least** the following items:

- Form I-765, fully and correctly completed, and signed in **blue ink**.
- Payment check or money order, made out to 'US Department of Homeland Security'. The application fee is currently \$380. For fee updates, see the [USCIS website](#).
- a copy of your official transcript, unofficial transcript, or diploma clearly showing your degree
- Form I-20, showing recommendation for OPT STEM extension, signed by an OIP staff member within the last 30 days

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UW-Superior; Main 337 • Belknap & Catlin • Superior, WI 54880-4500 • Office: 715-394-8138 • FAX: 715-394-8363

- a copy of your I-94 Arrival/Departure card (front and back)
- a copy of your current EAD (front and back)
- 2 identical passport-style photos, taken within the last 30 days. See the [I-765 filing instructions](#) for complete photo requirements. Write your name and I-94 number or A-number (if you have one) lightly in pen or pencil on the back of each photo.

Your application packet must be received by the USCIS WITHIN 30 days of the date shown on your new I-20, so we suggest that you prepare all of your application materials before requesting an I-20 from us. After verifying your eligibility for a STEM extension, OIP staff will enter a recommendation for the extension in SEVIS, and issue you a new Form I-20 showing this recommendation. This is the one you will include in your application packet.

Before we can process a recommendation for a STEM extension, we must verify that you are eligible. Please submit the following documents to the OIP:

- a **copy** of your letter of employment or offer of employment from your company indicating how your position with the company is directly related to the STEM degree with which you graduated, and certifying that they are registered with E-Verify.
- a **copy** of your completed Form I-765
- a **copy** of your **most recent** I-94 Admission/Departure card (both sides)
- a **copy** of your passport ID page, showing your photo and passport expiration date (there must be at least 6 months left on your passport). If you have had your passport extended, send a copy of the page showing the extension as well.
- a **copy** of your diploma or transcript clearly showing your graduation in a STEM field
- a **copy** of your current EAD

Please send only **copies** of these documents. Upon receipt of these items, the OIP will issue a new Form I-20, and mail you the original. Be sure to **sign** the original in **blue ink**, and then make a **copy** to include with your application. Please be sure to **tell us the address to which you would like your I-20 mailed**. If you would like it express mailed, please contact our office at (715) 394-8138 to arrange payment.

### **Submitting your application packet.**

You are responsible for submitting all of the required documents to the USCIS correctly, and in a timely manner, so that it is received before your current OPT expires. The OPT STEM Extension application Form I-765 can be [e-filed](#), and payment made with a credit card, but you will then be sent an appointment notice to appear at a local USCIS office to have your photo and fingerprints taken. You will still be required to send in the supporting documentation. We suggest you send the packet by, at minimum, certified mail with a 'return receipt' requested (small green card attached to the front of the envelope). This is your proof that USCIS received your packet, and the date it was received. You may wish to send your packet by express mail. Submit your packet to the appropriate **Lockbox** for the area in which you currently live. See page 3 of this document for the mailing addresses, or refer to the Form I-765 instructions.

### **Reporting requirements to the OIP.**

If your extension is granted, please **send us a copy of your new EAD** by fax, scan, or mail, so that we can put it in your file. In addition, you must do the following:

- Report to the OIP within 10 days of:

- Legal name changes
- A change in residential or mailing address
- Changes in employer, giving the new employer name, address, and start date
- Loss of employment
- Report (**validate**) your employer information and your current address to us **every six months** during your STEM extension period, **even if you do not change employers**, or move.

**Mailing addresses.**

<b>USCIS Phoenix and Dallas Lockbox facilities</b>	
<b>If you live in:</b>	<b>Mail your application to:</b>
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.	<p><b><u>USCIS Phoenix Lockbox</u></b></p> <p>For U.S. Postal Service (USPS) deliveries:</p> <p>USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>For Express mail and courier deliveries:</p> <p>USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<p><b><u>USCIS Dallas Lockbox</u></b></p> <p>For U.S. Postal Service (USPS) Deliveries:</p> <p>USCIS PO Box 660867 Dallas, TX 75266</p> <p>For Express mail and courier deliveries:</p> <p>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>

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