

# STEM EXTENSION APPLICATION INSTRUCTIONS

Step 1: Read the detailed information about STEM OPT eligibility and rules on our website at [www.ohio.edu/global/isfs](http://www.ohio.edu/global/isfs) **before** beginning this process.

Step 2: Email a scanned copy of your completed I-983 and I-765 forms to [isfs@ohio.edu](mailto:isfs@ohio.edu). (See our website for information on these forms.)

Step 3: Your ISFS advisor will provide you with an updated I-20 form showing the recommendation for the 24 month OPT STEM extension.

Step 4: Assemble the following items

- Form I-765
- Check or money order payable to “US Department of Homeland Security” for \$410.00
- A copy of your I-20 with the STEM recommendation issued by your International Student Advisor – **DO NOT FORGET TO SIGN IT BEFORE COPYING IT**
- A copy of your passport biographical page (and a copy of your passport validity dates including the renewal page if the original has expired, plus any pages showing amendments such as name changes, corrections, etc.)
- Copy of your F-1 visa stamp
- A copy of your I-94 card (electronic or the white card version). If you do not have your current I-94 record, please retrieve it here: <https://i94.cbp.dhs.gov/I94/request.html>
- Two **new** passport style photos – put your name and SEVIS number on the back of them.
- Copy of your degree reflecting your major field of study OR a copy of your final OU transcript
- Copy of previous EAD card(s)

Note: You should NOT attach the I-983. The original form should be retained by your employer and used for the 12 and 24 month reviews. ISFS also retains the copy you have submitted, per SEVP regulations.

Step 5: Mail the completed application following the instructions on the back of this form.

**Important Information:** The USCIS must receive this application no more than 90 days before your current EAD expires, but before that expiration date has been reached. The USCIS must receive this application **within 60 days** of the date your OPT was recommended in SEVIS. (Refer to the date the I-20 was signed by an advisor. If you find that you will miss this deadline, please contact ISFS for assistance before submitting the application to the USCIS.) Your signature on the I-765 form is also valid for only 30 days. Please note that these dates are based on the day the USCIS receives your application, not the day you place it in the mail. It is recommended that you mail your application via a trackable service.

Revised July 2016



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International Student and Faculty Services • Walter International Education Center

15 Park Place • Athens, OH 45701 • 740.593.4330 • 740.593.4328 (fax) • [www.ohio.edu/global/isfs](http://www.ohio.edu/global/isfs)

## Mailing Instructions for OPT Applications

Your application for Optional Practical Training must be filed with the USCIS. Please use the table below to determine which address to use on the envelope. Please note that separate addresses are designated for delivery by express mail and courier services such as UPS, FedEx and DHL. All deliveries by U.S. mail—including Priority service, Express service or other accelerated mail services provided by the U.S. Postal Service—must be addressed to the U.S. Postal Service address.

The address to which the application is sent is determined by the address provided by you on the I-765 form. As the USCIS mailing address may change, ensure you are using the correct address prior to mailing. Visit the USCIS website at: <http://www.uscis.gov/files/form/i-765instr.pdf>.

<b>If the address indicated in item 3 on the I-765 form is located in:</b>	<b>Mail your application to:</b>
<p>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>	<p><b><u>USCIS Phoenix Lockbox</u></b></p> <p><i>For U.S. Postal Service (USPS) deliveries:</i>            USCIS            PO Box 21281            Phoenix, AZ 85036</p> <p><i>For Express mail and courier service deliveries (i.e. FedEx, DHL, etc.):</i>            USCIS            Attn: AOS            1820 E. Skyharbor Circle S            Suite 100            Phoenix, AZ 85034</p>
<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>	<p><b><u>USCIS Dallas Lockbox</u></b></p> <p><i>For U.S. Postal Service Deliveries (USPS):</i>            USCIS            PO Box 660867            Dallas, TX 75266</p> <p><i>For Express mail and courier service deliveries (i.e. FedEx, UPS, DHL, etc.):</i>            USCIS            Attn: AOS            2501 S. State Hwy. 121, Business            Suite 400            Lewisville, TX 75067</p>

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