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 before beginning this process.

Step 2: Email a scanned copy of your completed I-983 and I-765 forms to isfs@ohio.edu. (See our website for information on these forms.) Please redact or cover your Social Security Number from the I-765 form before emailing it to ISFS.

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 OR Form G-1450 completed with credit card information. Please redact your credit card information before sending a G-1450 to ISFS for review.
- 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.

**Mailing Instructions for OPT Applications**

Mail your completed OPT application to USCIS by using the address below. USCIS addresses are subject to change. Before sending your application, please verify the correct address here: [https://www.uscis.gov/i-765-addresses](https://www.uscis.gov/i-765-addresses). We strongly encourage you to use a delivery option that can be tracked.

**USCIS Chicago Lockbox**

**U.S. Postal Service (USPS):**

USCIS
PO Box 805373
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:**

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