

## OPT STEM- Mailing Instructions

### OPT STEM Request I-20

Check your OPT STEM I-20 and page 2 for OPT STEM Request Information. Print out your OPT STEM Request I-20, **SIGN and Date** the copy and mail the copy to USCIS as part of the application materials listed below.

### Application Order

1. **Payment and Photos**- Check and 2 photos in an envelope with your name and SEVIS number written on the front. \*\*\*If you are paying by credit card, form G-1450, it **MUST** be the first form on the application. It **MUST be placed** before G-1145
2. **Form G-1145** – optional but recommended
3. **I-765**- Original Completed Signed I-765. Include all 7 pages. Your signature MUST be in BLACK INK. No electronic signatures are allowed on this form.
4. **I-20**- Copy of your new signed 24-Month OPT Extension request I-20
5. **Degree Proof**- A copy of your diploma **OR** original official transcript with degree posted in sealed envelope
6. **EAD**- A copy of your current EAD (front and back)
7. **Previous I-20's**- A copy of your Post Completion OPT Request I-20 and any CPT I-20's
8. **Passport**- Copy of the Bio Page, Visa Page and most recent entry stamp from your Passport
9. **I-94**- Printout of your most recent I-94
10. **Employment Verification Letter**- recommended but optional

### Mailing the Application:

- We recommend using a trackable method and keep a record of your application's delivery
- Make sure your application is received by USCIS less than 60 days after your OPT I-20's issuance date.
- If you delay your mailing and it is received after 60 days, USCIS will deny your OPT application.
- The address to which your EAD card will be sent determines where the application should be mailed. Your EAD card will be sent to the address you listed as mailing address on the I-765
- Make a copy of your complete application before mailing
- Do not use any staples in the application
- Form I-983 does not get mailed to USCIS as part of your OPT STEM application
- Obtain your filing address directly from the [USCIS I-765 Addresses](#) website.

### THEN WHAT?

**Notification:** USCIS may or may not provide you with your receipt number and/or confirmation via Text Message or Email if you submit the G-1145. If you did submit the G-1145 and haven't received a text message and/or email, the next best tracking option is checking your bank account to see if your check has been cashed.

**Receipt Notice:** Once USCIS receives the application, a receipt will be processed and sent to the address on the I-765 (this normally takes 3-5 weeks).

**Processing Time:** Processing times can range from 3-5 months.

**Approval Notice:** USCIS will mail your official Approval Notice to the address indicated on your I-765. This notice does not permit you to work but please keep it for your records.

**EAD:** Your EAD will be produced and mailed to you separately from the Approval Notice. You generally will receive the EAD about 2 weeks after the Approval Notice. Your EAD is required to be in your hands before you can start working.

- Please take a picture of your EAD and email it to CIE.

# I-765 Guidelines for OPT Applications

These directions are meant to help you with best practices in completing the Form I-765 for STEM OPT Extension application. **Please note, this is not legal advice!!**

## General Guidelines

You can find the Form I-765 and official instructions to complete the form here: <https://www.uscis.gov/i-765>

**We STRONGLY recommend you type as much as possible (besides your signature) as the data entry for this form is done via machine reading. Your signature and any answers you were not able to type, should be completed in BLACK INK. (no electronic signatures are permitted)**

If you need more space for a response, use Part 6 Additional Information. Include your name, Alien Registration Number (A-Number) if applicable, and the corresponding Page, Part and Item Numbers for your response at the top of each sheet.

Guidance here is only given for those items that can be somewhat confusing in nature. Please fill all fields, regardless of whether suggestions are given here!

## Part 1

Item 1. OPT STEM: Select 1.a.- Initial permission to accept employment

## Part 2

**Item 2:** Share any other way your name is given on your legal documents. This includes “FNU,” multiple last names you may sometimes use, or previous names you used if you changed your name for any reasons, such as marriage.

**Item 5:** This is the address where USCIS will mail your documents related to this application only. If using anyone else’s address, BE SURE to put their name in the “In Care Of Name” field, to ensure delivery. Do not use CSUEB address

**Item 6:** Check YES if you currently in the same address you just gave as the place to send your documents, in item 5. If you check yes, you do NOT have to complete Item 7. If you check NO, please complete item 7.

**Item 7:** Please give the address where you currently live. USCIS will NOT mail documents here, and it’s okay if this will change over the course of your application processing. Just use the address where you live today.

**Item 8:** Your A-Number will be on your EAD card (called a “USCIS number”).

**Item 9:** USCIS Online Account Number should be blank

**Items 13 – 17:** Provide your SSN. You can then check NO for Item 14, and skip down to item 18.

**Item 21a:** Your I-94 number is found on your most recent [I-94 entry record](#). Please be sure that you use the I-94 from your most recent entry to the US!

**Item 21.c:** Blank

**Item 24:** “F-1 student” unless you changed your status from within the US, and have not left the US since then.

**Item 25:** “F-1 student.”

**Item 26:** You can find your SEVIS ID number at the top left of your I-20. It starts with N000.

**Item 27:** This item is asking you to give the regulatory citation of the kind of work permission you are applying for.

**STEM OPT Extension: (c)(3)(C)**

**Item 28a:** Please list your degree level and major

**Item 28b:** Employer’s name as listed in E-Verify- this has to match!

**Item 28.c:** Be sure that this number is 5-7 digits long. Employers and students often confuse this request for an EIN tax ID number for the company, or the individual student’s E-Verify ID. You will need to ask your company for this number, as it is not public knowledge.

**Items 29 – 31:** Skip these, as they are for other immigration categories only.

## Part 3

**Item 1a.** Check this box

**Item 3-5:** Complete your contact information

**READ THE STATEMENT IN FULL AS THIS IS WHAT YOU ARE AGREEING TO WHEN YOU SIGN THE FORM**

Sign in **Item 7.a.** in **black ink** – this should be an original signature, and cannot be typed or stamped. **NO ELECTRONIC SIGNATURES ARE PERMITTED**

**Parts 4-5**

Should be blank if you are completing the form yourself

**Part 6**

Complete this section! You will have to include your Post Completion OPT information as well as any CPT and different SEVIS information.

- You have been approved for **CPT** in the past
- You have been approved for **OPT** in the past
- You have used a different SEVIS ID in F-1 status in the US (for example, you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID). Your SEVIS ID is on the top right corner of your I-20, and starts with N00..

**Item 1.** You need to complete this section because one or more of the above statements apply to you. Fields may auto-populate when the form is printed.

**Item 2.** You will need to complete Part 6, Item 2 (A-Number), if you are applying for STEM OPT; your “A-Number” will be on your EAD card (called a “USCIS number”).

**Items 3-7.** For each of the items listed above (i.e. CPT, OPT, different SEVIS ID numbers), complete one box in Part 6, starting with 3.a.

**For 3a-c, 4a-c, and/or 5a-c, etc., list the following:**

**For previous OPT applications**

**Page 2, Part 2, Item 12**

**OPT:** Please list your past OPT approvals. We suggest this format: **OPT Authorizations.** (as a title to the section). SEVIS #, OPT, Start date – End date; Degree level (Bachelor's, Master's, or PhD)

*For example: N000000000, OPT, 09/08/17-10/07/18, Bachelor's (Full Time)*

**For previous CPT and SEVIS Numbers**

**Page 3, Part 2, Item 26**

**CPT:** Please list your CPT approvals. We suggest this format: **CPT Authorizations.** (as a title to the section). SEVIS #, CPT, Start date – End date; Part-time or Full-time; Degree level (Bachelor's, Master's). You can find your CPT details on the I-20 that was approved for each period of CPT.

*For example: N000000000, CPT, 07/07/17-09/07/17, Bachelor's, Part Time (or Full Time)*

**Previous SEVIS ID's:** Please list your other SEVIS ID's you have used in the past. We suggest this format: **Previous SEVIS ID's** (as a title to the section). SEVIS ID: N00.....; program start date – program end date; Degree level (Bachelor's, Master's,)

*For example: Previous SEVIS ID N000000000, 09/08/13-05/20/16, Bachelor's*