OPT STEM Extension Checklist – 7 months

Office of International Programs
International Student, Scholar and Faculty Services (ISSFS)

UC 2160 •The University of Texas at Tyler• 3900 University Blvd •Tyler, TX 75799 • (903) 565-5960 • issfs@uttyler.edu

Process

NOTE: STEM OPTs ending before October 2016 are not eligible for an additional seven months. There must be at least 150 days between your STEM OPT end date and the date USCIS receives your application AND that date must fall between May 10 and Aug 8.

1. Print from www.uscis.gov
   a. **G-1145** (optional-email/text notification)
   b. **I-765**
   c. **I-983 Training Plan** (For instructions and a video tutorial how to complete this form, go to: https://studyinthestates.dhs.gov/stem-opt-hub
   For I-765, #3, use your address OR ISSFS address *(We will email you as items arrive.)*
      3900 University Blvd. UC 2160
      Tyler, TX 75799
2. Print from http://www.uttyler.edu/oip/forms_library.php
   a. OPT Extension I-20 Request Form
3. Submit to ISSFS:
   a. OPT Extension I-20 Request Form
   b. Copy of completed I-765
   c. Copy of completed Form I-983 Training Plan
4. The advisor will review all materials and create an OPT Extension I-20. **Allow 5 business days for your materials to be reviewed and an I-20 to be issued.**
5. Collect OPT STEM I-20, sign and date. Keep the original, **include a copy** in your application.
6. Assemble package and **mail** to USCIS. Applications must be received at USCIS between May 10 and August 8 to be considered and the I-20 must be less than 60 days old (from print date).

If USCIS receives the application before end of the STEM OPT, **the work authorization continues** automatically while the application is processed, up to 180 days.

Assemble Application

_____ Form G-1145 (www.uscis.gov) E-Notification (optional – email/text notification)
_____ Check or Money Order for $380 made payable to: US Department of Homeland Security
_____ 2 passport photos (2"x 2", white background) (Available at CVS, Walgreen's, OIP house)
_____ Form I-765 (www.uscis.gov)
_____ Copy of OPT STEM Extension I-20
_____ Copy of STEM OPT EAD card
_____ Copy of passport ID page (showing expiration date)
_____ Copy of U.S. visa
_____ Copy of I-94 from CBP website (If you have white card I-94, copy front and back)
_____ Copies of all previous I-20s

Mail Application

If you used a Texas address on the I-765, use one of the following. For other states, see www.uscis.gov.

For U.S. Postal Service (USPS) - (First Class mail):
USCIS
PO Box 660867
Dallas, TX 75266

For Express mail, UPS, FedEx or DHL
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business, Ste 400
Lewisville, TX 75067