STEM OPT Checklist

Office of International Programs
The University of Texas at Tyler
3620 Varsity Drive • Tyler, TX 75701 • 903.565.5960 • oip@uttyler.edu

STEM OPT Extension Application Procedure

Note: Your best resource is https://studyinthestates.dhs.gov/stem-opt-hub for a variety of instructional guides and tools for you and your employer about shared employer and student responsibilities while on STEM OPT Extension, as well as SEVP Portal account set-up and usage information.

1. Obtain and fill out the following USCIS forms:
   a. I-765 (For related resources, see https://www.uscis.gov/i-765)
   b. G-1145 (Optional-for email/text alerts from USCIS re. OPT app status; also via uscis.gov/i-765)
   c. I-983 "Training Plan" (For form completion guidance visit https://studyinthestates.dhs.gov/stem-opt-hub)

   **I-765 mailing address:** Address must be valid for at least 3 months or you may use the OIP address. USCIS will be scanned and emailed to you on the day it arrives. OIP address: 3620 Varsity Dr.

   Tyler, TX 75701

2. Download and fill out the STEM OPT Extension I-20 Request form

3. Pay the $100 OPT administrative fee through myUTTyler.or in person at the Cashier's counter in the UC.

4. Email to oip@uttyler.edu:
   a. Stem OPT Request Form
   b. Form I-765
   c. Form I-983 Training Plan

5. The advisor will review your materials and create a STEM OPT I-20.

6. You will be emailed a scan of the I-20 that can be used for the application. The original I-20 will be mailed to you unless you make other arrangements.

7. Assemble package and mail to USCIS within 60 days of the I-20 print date. (Late applications are denied.)

If the STEM OPT application is received by USCIS before the OPT end date on your EAD, the initial OPT work authorization continues automatically up to 180 days while the application is processed.

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Assemble Application

- Form G-1145 (optional)
- Check or Money Order for $410 made payable to: US Department of Homeland Security
- 2 passport photos (2"x 2", white background) (Available at CVS, Walgreen’s, UT Tyler OIP)
- Original Form I-765 – signed in black ink
- Copy of STEM OPT I-20
- Copy of UT Tyler diploma to prove STEM degree conferral
- Copy of OPT EAD card
- Copy of passport ID page (showing expiration date)
- Copy of F-1 visa
- I-94 Printout from CBP website (If you have white card I-94, copy of front and back)

* Do not mail the Form I-983 Training Plan to USCIS. Regulations require OIP advisors to keep the plans on file.

Mail Application

If you used a Texas address on the I-765, pick one of the following options. Both terminate at the Lewisville processing facility. We recommend that you use a method that provides tracking:

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

USCIS
PO Box 660867
Dallas, TX 75266

**FedEx, UPS, or DHL:**

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067

If you used a non-Texas address, find the correct USCIS address at uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities.

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