

STEM OPT Checklist

Office of International Programs
The University of Texas at Tyler
3620 Varsity Drive • Tyler, TX 75701 • 903.565.5960 • oiop@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](https://www.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 oiop@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.

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.