**STEM OPT Extension I-20 Request / I-765 Application Checklist**

**International Student, Scholar & Faculty Services (ISSFS)**
Office of International Programs
The University of Texas at Tyler
3620 Varsity Drive • Tyler, TX 75701 • 903.565.5960 • issfs@uttyler.edu

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**STEM OPT Extension Application Procedure**

**IMPORTANT:** Your best resource is [https://studyinthestates.dhs.gov/stem-opt-hub](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 the following USCIS forms:
   a. I-765 (From [https://www.uscis.gov/i-765](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 link/guidance visit [https://studyinthestates.dhs.gov/stem-opt-hub](https://studyinthestates.dhs.gov/stem-opt-hub))

   **Note on I-765, question 3:** Use a personal mailing address or OIP's. If OIP's, we'll email you a scan of all USCIS letters re. your STEM OPT app, and your new EAD, as they arrive, and provide you mail forwarding and pick-up options at that time. Our address is: 3620 Varsity Drive
   Tyler, TX 75701

2. Obtain ISSFS OPT Extension I-20 Request Form from [https://uttyler.edu/oip/forms_library.php](https://uttyler.edu/oip/forms_library.php)

3. Submit to ISSFS:
   a. I-20 Request Form
   b. Copy of completed I-765
   c. I-983 Training Plan

4. The advisor will review your materials and create an OPT Extension I-20. **Allow 5 business days for the I-20 to be issued.**

5. Collect OPT STEM I-20, sign and date. Keep the original, **include a copy** in your application. Assemble package and mail to USCIS. The I-20 must be mailed to USCIS within 60 days of the print date.

If the extension application is filed before OPT ends, **the work authorization continues automatically** while the application is processed, up to 180 days.

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**Assemble Application**

- ______ Form G-1145 (If email/text status updates from USCIS re. your STEM OPT Extension app is desired)
- ______ 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)
- ______ Form I-765 Signed Original
- ______ STEM OPT Extension Request I-20 Copy
- ______ Copy of UT Tyler diploma to prove STEM degree conferral (If you've lost your diploma, you may obtain a duplicate only through the Registrar Office's, by filling out & submitting the Diploma Reorder Form found on their forms page: [uttyler.edu/registrar/forms/index.php](http://uttyler.edu/registrar/forms/index.php))
- ______ Copy of OPT EAD card
- ______ Copy of passport ID page (showing expiration date)
- ______ Copy of U.S. visa
- ______ I-94 Printout from CBP website (If you have white card I-94, copy of front and back)

*Do not include the Form I-983 Training Plan in your mailed application to USCIS; this is kept on file by your int'l advisor for STEM OPT extension employment verification and documentation according to SEVP I-983 requirements.*

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**Mail Application**

If using a **Texas/OIP's** address for your I-765, mail your assembled app to the appropriate, carrier-specific address below:

**For U.S. Postal Service (USPS) deliveries:**
USCIS
PO Box 660867
Dallas, TX 75266

**For FedEx, UPS, and DHL deliveries:**
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067

If using a **non-Texas** address, check [uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities](https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities) prior to mailing to see if you'll need to send your STEM OPT extension application to a different USCIS location instead.

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