

# 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](mailto:issfs@uttyler.edu)



## STEM OPT Extension Application Procedure

**IMPORTANT:** 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 the following USCIS forms:
  - a. **I-765** (From <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://uscis.gov/i-765))
  - c. **I-983 "Training Plan"** (For form link/guidance visit <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.

## 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](https://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.

## 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://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.