

## 24-Month STEM Extension OPT Application Checklist

### Required application materials

ISO recommends that your application be assembled in the order listed below, with document copies in chronological order from most recent to oldest. Keep a copy for your records. All forms and copies should be **single-sided and unstapled**.

- Application fee of \$410.00**, payable to “Department of Homeland Security” by check, money order, or credit card
  - To pay by credit card, include **Form G-1450 Authorization for Credit Card Transactions** ([www.uscis.gov](http://www.uscis.gov)).
- Two recent passport photos**, with your name and I-94 number written lightly on the back
  - Photos must meet [US photograph requirements](#) or they will be rejected and delay processing.
- Recommended: Form G-1145 E-Notification of Application/Petition Acceptance** ([www.uscis.gov](http://www.uscis.gov) or link from ISO)
  - Provide an email and/or mobile phone number to receive notification when your application is received.
- Form I-765 Application for Employment Authorization** ([www.uscis.gov](http://www.uscis.gov) or link from ISO)
  - ISO strongly recommends that you type and print this form, rather than writing by hand.
  - *Top*: Check the box for “Permission to accept employment” to indicate what you are applying for. The STEM Extension is a different category than your initial 12-month OPT, so this is not considered a renewal.
  - *#3*: Provide your current residential or work address, where you can receive mail for at least 4 months after submitting to USCIS (the US Post Office cannot forward government mail).
  - *#20*: Use the appropriate code for the STEM Extension: **(c)(3)(C)**
  - *#21*: List your STEM degree/major and your employer’s name and E-Verify Identification Number, as they are listed in the E-Verify program. This information is usually available from your employer’s Human Resources.
  - Sign and date the application form in *blue ink* after printing; unsigned applications are rejected and returned.
- Document Photocopies** – Do NOT send any originals of these supporting documents.
  - New I-20 for STEM Extension, issued no more than 60 days before USCIS will receive the application
  - Any/All I-20s (excluding instructions page) related to current UR degree program and relevant STEM degree
  - Passport: ID page, current expiration date, F-1 visa stamp (if applicable)
  - I-94 record (print online: [www.cbp.gov/i94](http://www.cbp.gov/i94)) or I-797 Approval Notice for Change of Status to F-1
  - Current EAD card for 12-month OPT and any previously issued EAD card(s)
  - Evidence of STEM degree - listing your name, degree earned, date awarded, and field(s) of study

### Submit your application to USCIS

STEM Extension applications must be mailed to a USCIS lockbox location for initial processing. The appropriate shipping address depends on 1) your mailing address listed in item #3 on Form I-765, and 2) how your application will be delivered. You must **determine the routing location, either Dallas or Phoenix** (see page 2 or access [USCIS Lockbox mailing instructions](#)), and whether you will use standard US Postal Service delivery or express delivery services through USPS or another provider (FedEx, UPS, DHL, etc.). Be sure to request a **tracking number** for your package and ensure timely delivery of your application!

### Receipt Notice & I-797 Approval Notice/EAD copies to ISO

Once your STEM application is received at USCIS, you will receive an official Receipt Notice by mail to the address listed on your I-765 application. Additionally, if your application requires additional information or documentation, you may receive a Request for Evidence (RFE). When the application is approved, you will also receive an I-797 Approval Notice and a new Employment Authorization Document (EAD card). It is critical that ISO have a copy of any and all of these documents, as you receive them! Please submit copies by email to: [opt@rochester.edu](mailto:opt@rochester.edu).

### Work Authorization & STEM Reporting

If the STEM application is timely filed, your OPT work permission will be automatically extended up to 180 days while the case is pending with USCIS. During your STEM Extension period, you must report all employment activities and address details to ISO within 10 days of any change and every 6 months: [www.iso.rochester.edu/employment/students/reporting/index.html](http://www.iso.rochester.edu/employment/students/reporting/index.html).

**USCIS Phoenix and Dallas Lockbox facilities**

<b>If you live in:</b>	<b>Use the PHOENIX Lockbox:</b>
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.	<i>For delivery by standard U.S. Postal Service, mail to:</i> USCIS PO Box 21281 Phoenix, AZ 85036
	<i>For express delivery by FedEx, UPS, DHL, USPS Overnight, etc.:</i> USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
<b>If you live in:</b>	<b>Use the DALLAS Lockbox:</b>
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<i>For delivery by standard U.S. Postal Service, mail to:</i> USCIS PO Box 660867 Dallas, TX 75266
	<i>For express delivery by FedEx, UPS, DHL, USPS Overnight, etc.:</i> USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

For updated listings, please visit: <https://www.uscis.gov/i-765-addresses>.