

24-Month STEM OPT Extension Application Checklist

Application materials

ISO recommends that your application be assembled in the order listed below. Keep a copy of your completed application for your records. This checklist should be used in conjunction with ISO's [24-Month STEM OPT Extension Application Materials Guide](#) which includes detailed instructions about forms and payment methods. Be sure to download the most up-to-date version of all USCIS forms. ISO recommends that all application materials be printed single-sided and paperclipped (unstapled).

- Filing fee**, payable by personal check, bank check, money order, or credit card
 - Use the [USCIS Fee Calculator](#) to confirm the current fee for Form I-765 [STEM OPT Eligibility Code: (c)(3)(C)]
 - To pay by personal check, bank check, or money order, make payable to "US Department of Homeland Security"
 - To pay by credit card, include [Form G-1450 Authorization for Credit Card Transactions](#)
- 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
- Form G-1145 E-Notification of Application/Petition Acceptance**
 - Provide an email and/or mobile phone number to receive notification when your application is received
- Form I-765 Application for Employment Authorization**
 - ISO strongly recommends that you reference our [24-Month STEM OPT Extension Application Materials Guide](#) and the USCIS Form I-765 Instructions while completing Form I-765
 - **Part 2 #5.a. – 5.f.:** You are asked to provide an address where you can securely receive mail for at least 6 months after applying (USPS cannot forward government mail). If needed, you may use the ISO as your mailing address, as listed below. Please note that if in-person pickup from the ISO is not possible, you will be required to pay a fee to have your EAD shipped by a courier service.
 - 5.a.: University of Rochester ISO**
 - 5.b.: PO Box 270446**
 - 5.d. – 5.f.: Rochester, NY 14627**
 - **Part 3 #7a.-b.:** Sign Form I-765 in dark blue or black ink after printing. USCIS will reject unsigned applications.
- Document Photocopies** – *Do NOT send any originals of these supporting documents.*
 - New I-20 with STEM OPT recommendation, issued no more than 60 days before USCIS receive the application
 - Any/all other I-20s related to current UR degree program & relevant STEM degree, from most recent to oldest
 - Passport: ID page, current expiration date, F-1 visa stamp (if applicable)
 - I-94 record ([access online](#) and print) OR I-797 Approval Notice for Change of Status to F-1
 - Current EAD card for 12-month OPT and any other previously issued EAD card(s)
 - Evidence of STEM degree: diploma (required) and transcript (recommended)

Submit your application to USCIS

Applications must be mailed to a USCIS lockbox location for initial processing. Please consult the [USCIS Phoenix and Dallas Lockbox Facilities webpage](#) to determine the appropriate shipping address, based on where you live and your shipping method. Be sure to request a **tracking number** for your package and monitor the shipment to confirm timely delivery of your application.

Provide scans of USCIS documents to ISO

If you used a personal mailing address for your application, please **promptly inform ISO of any updates or documentation you receive from USCIS**. You may submit scans by email to opt@rochester.edu. Once your application is delivered to USCIS, you should receive an electronic alert from USCIS within 7-8 days confirming successful receipt. Following that, you should receive an I-797 Receipt Notice to the mailing address listed on your Form I-765 within 4 weeks. While your application is processing, if USCIS requires additional information you may receive a Request for Evidence (RFE) by mail as well. Once your application is approved, you will receive an I-797 Approval Notice and an Employment Authorization Document (EAD) to your mailing address.

Work Authorization & STEM Reporting

If your STEM OPT application is timely filed, your work authorization will be automatically extended until you receive a decision from USCIS (up to 180 days). During your STEM OPT period, you must [report all employment activities and address details](#) to ISO within 10 days of any change, update your I-983 when necessary, and complete periodic validation reports and evaluations.