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](https://www.uscis.gov/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](https://www.uscis.gov/secure-payment)

- **Two recent passport photos**, with your name and I-94 number written lightly on the back
  - Photos must meet [US photograph requirements](https://www.uscis.gov/employment/photographs) 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](https://www.iso.rochester.edu/assets/pdf/Employment/STEMInstructions.pdf) 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](https://www.uscis.gov/i-94)) 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](https://www.iso.rochester.edu/iso/resources/lockbox) 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](https://www.iso.rochester.edu/iso/resources/24-month-stem-checklist) to ISO within 10 days of any change, update your I-983 when necessary, and complete periodic validation reports and evaluations.

[Web access: http://iso.rochester.edu/assets/pdf/Employment/STEMInstructions.pdf](http://iso.rochester.edu/assets/pdf/Employment/STEMInstructions.pdf)