

STEM OPT CHECKLIST

Student Name : _____

APPLICATION MUST BE RECEIVED BY USCIS BETWEEN: _____ - _____

* USCIS will deny applications received outside of this time frame.

Step 1: Gather Application Materials

* All documents must be single-sided.

\$410.00 payment:

- Paper Applications: Check or money order made payable to U.S. Department of Homeland Security
- Online Applications: Credit card, debit card, or bank account

Form G-1145

- For paper applications only

U.S. passport photos

- Photos must be from past 30 days
- Paper Applications: Include two photos; gently write name and SEVIS number on back
- Online Applications: One photo uploaded as .jpg or .jpeg

Form I-765

- Paper Applications: Include pages 1 - 7; sign and date in black ink pen
- Online Applications: Form I-765 is completed in USCIS online application portal

Copy of signed STEM OPT Recommendation I-20

Most recent I-94

- Locate electronic I-94 on CBP website: <https://i94.cbp.dhs.gov/i94/#/recent-search>
- I-94 will show I-94 number and date of entry

Copy of passport

- Include page with passport expiration date, if different

Copy of most recent F-1 visa

Copy of previous OPT recommendation I-20s

Copy of previous EADs from USCIS

- Include front and back copies of EAD

Copy of official ISU transcript

- Must show major and degree earned

Copy of diploma (optional)

Documentation showing completion of coursework

- Only needed for graduate students who have not defended

Employment Letter (recommended)

- Provide current employment and duties related to major & degree earned

For Office Use ONLY: Additional Comments:	Reviewed by Advisor: _____	Date: _____
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REVIEW & SUBMISSION

USCIS MUST RECEIVE APPLICATION BY:

* USCIS will deny applications received after this date.

Step 2: ISSO Advisor Reviews Application

Paper Applications:

Submit copy of application materials in one PDF for electronic review in Cystart's "OPT Application Online Review" e-form.

Online Applications:

Download the View Draft Snapshot and combine snapshot with copies of the documents that you uploaded into one PDF. Upload the PDF into CyStart's "OPT Application Online Review" e-form.

Step 3: Scan Final STEM OPT Application

Submit a scanned copy of your final STEM OPT application in Cystart's "Immigration Document Upload" e-form. This is important in case USCIS requests additional information or makes a mistake on your application.

Step 4: Submit Application to USCIS

Online Applications:

Attach application materials in online form. When completed, submit application at my.USCIS.gov.

Paper Applications:

1. Mail application to USCIS using a reliable mail carrier with tracking. Mailing address may change at any time. Check www.uscis.gov/i-765-addresses for current mailing address.

USCIS Mailing Address for OPT Application:

For U.S. Postal Service (USPS):

USCIS
PO Box 805373
Chicago, IL 60680

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

2. Link Application to USCIS Online Account: Link your paper application to the USCIS Online Account to see case status and history. Step-by-step guide on how to create a USCIS Online Account: <https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>