24-MONTH STEM OPT EXTENSION: STEP 2 INSTRUCTIONS

While you are in an approved period of OPT, you must report all changes to your employment, address or immigration status within 10 days of occurrence. Failure to report in a timely manner may result in the termination of your SEVIS record. Learn more about maintaining your status on OPT and your reporting responsibility at global.arizona.edu/international-students/f-1-student-employment.

To apply for an Employment Authorization Document (EAD card), submit the documents below to U.S. Citizenship and Immigration Services (USCIS) in the following order (front to back). **You must file Form I-765 while in the United States.**

- Form G-1145 *(uscis.gov/g-1145)*
- **$410 Fee**
  - Check or money order should be made payable to **U.S. Department of Homeland Security**
  - If you prefer to pay by credit card, include Form G-1450 *(uscis.gov/g-1450)*
- Form I-765 *(uscis.gov/i-765)*
  - Review the form instructions, then type or print your answers in black ink *(your signature must be hand-written)*
  - Enter code (c)(3)(C) at item #27
  - Use *Part 6. Additional Information* to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized
  - You are responsible for the completion and accuracy of the I-765
- Form I-94
  - Print at [https://www.cbp.gov/i94](https://www.cbp.gov/i94) or make a photocopy of the paper I-94 in your passport
- **Government-Issued Identity Document**
  - Copy of your current EAD (front and back)
- **2 Passport-Style Photos**
  - For photo requirements, review the I-765 instructions (page 20, item C)
  - Photos must have been taken within 30 days of when you submit your application to USCIS
- **OPT Recommendation I-20**
  - Print, sign and date the scanned copy you receive by email to send to USCIS
  - **Do not send any original I-20s to USCIS** (we will mail the original to you for your records)
- **Copy of Diploma and Transcript**
Make a photocopy of your completed application before sending it to USCIS, for your records.

Mailing your documents:

USCIS Chicago Lockbox

**U.S. Postal Service (USPS):**
USCIS
PO Box 805373
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:**
USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

eShipGlobal (UEMS) offers an option for students to send OPT applications to USCIS offices. You can choose the carrier (UPS, FedEx, or USPS), what type of delivery (next day, 2-day, etc.), and ship at discounted rates ([study.eshipglobal.com](http://study.eshipglobal.com)).

USCIS must receive your application prior to the end of your 60-day grace period, and within 30 days of when your I-20 was issued by International Student Services (ISS). Additionally, you must not send your application to USCIS more than 90 days prior to your program end date.

Your application for STEM OPT extension does not have to be approved before your EAD expires. Based on a timely filed application, your OPT employment authorization will be automatically extended up to 180 days while your application is pending with USCIS. Your I-20 from ISS recommending the STEM OPT extension and the I-797 receipt notice from USCIS showing that your application was received prior to the expiration of your EAD are your documentation of your extended OPT employment authorization while your application is pending.