24-MONTH STEM OPT EXTENSION CHECKLIST

REMINDER

The Office of International Students and Scholars must update your I-20 to reflect our support of your petition to file for the STEM OPT Extension. It is your responsibility to complete the required application and submit it in a timely manner to USCIS. **Your application must be received by USCIS before your OPT EAD expires and within 60 days of the issuance of the Form I-20.**

We highly recommend typing the forms instead of completing them by hand. If you do complete the forms by hand you must use <u>black</u> ink.

USCIS Application Checklist

Assemble application materials for mailing to USCIS. Paperclip the check/money order and passport photos on top.

☐ **Government/USCIS OPT filing fee of $410.00** (check the filing fee amount here: uscis.gov/i-765)
  o Payable to "The U.S. Department of Homeland Security"
  o Write your I-94 number and date of birth on the memo portion of the check/money order
  o Check/money order must have a printed or handwritten name and address
  o You can pay with a U.S. credit card using: uscis.gov/g-1450

☐ **Two (2) U.S. passport-style photos** (taken within the past 30 days)
  o Lightly print your name and I-94 number on the back of each photo
  o See passport photo guidelines explained on page 20 of Form I-765 Instructions: uscis.gov/i-765 PDF

☐ **Form G-1145:** uscis.gov/g-1145

☐ **Original, signed Form I-765:** uscis.gov/i-765
  o At the top, mark: Renewal of my permission to accept employment
  o Item 27: Eligibility Category is (c) (3) (C) [small c, number 3, capital C]
  o Item 28.a.: Degree is listed on page 1 of I-20 under Major
  o Item 28.b. and 28.c.: Please obtain this information from your employer
  o Signature: Use black ink to sign name on the signature line, keep signature within the box

☐ **Form I-983 Training Plan:** studyinthestates.dhs.gov/form-i-983-overview
  o Must include employer's Employer Identification Number (EIN)
  o Your DSO is Bernard Chong (bchong@hpu.edu) - you may use the OISS phone number: (808) 356-5299

☐ **Photocopy pages 1 and 2 of complete STEM OPT Extension I-20** and **previous I-20s**
  o Please sign and date page 1

☐ **Printout of I-94 arrival/departure form** (or if you have a paper I-94, include front and back): i94.cbp.dhs.gov/I94

☐ **Photocopy of biographical page in passport**
  o Must be valid for at least 6 months prior to the application date

☐ **Photocopy of F-1 visa** (except citizens of Canada and Bermuda)

☐ **Photocopy of all previously issued EAD cards** (front and back copy) **and OPT I-20s** (page 1 and 2)

☐ **Verification of graduation from HPU** (proof of STEM degree)
  o Official final transcript (preferred) or photocopy of your diploma showing the STEM major and degree level that makes you eligible for the STEM OPT Extension

Mailing Instructions

1. Make copies of the entire application for your records and mail your original application via certified U.S. mail (or through a courier service). It is recommended to send your application with a tracking number. Application must be received by USCIS before your post completion OPT EAD expires and within 60 days of the issuance of the Form I-20.
2. Mail the application to the USCIS Lockbox for the state you currently live in:

If you currently live in:
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 Commonwealth of Northern Marina Islands

Mail your application to:

For U.S Postal Service (USPS) Deliveries:
USCIS
P.O. Box 21281
Phoenix, AZ 85036

For Express Mail and Courier Deliveries:
USCIS, Attn: NFB AOS
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034

If you currently live in:
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

Mail your application to:

For U.S Postal Service (USPS) Deliveries:
USCIS
P.O. Box 660867
Dallas, TX 75266

For Express Mail and Courier Deliveries:
USCIS, Attn: NFB AOS
2501 S. State Hwy 121 Business, Suite 400
Lewisville, TX 75067

Reporting Requirements While on STEM OPT Extension

For reporting requirements, please visit the OISS website: hpu.edu/oiss/employment/f-1/stem-opt

Additional Information

- Students who file the STEM OPT Extension application in a timely manner will be able to continue employment until a final decision is made by USCIS or for 180 days, whichever is earlier
- OISS advises students not to travel until the STEM OPT Extension application is approved and a new EAD card has been received

Note: If you do not receive your EAD card after 90 days of your 'notice date' as printed on the Notice of Action (Form I-797) from USCIS, please contact OISS. **If you LOSE your EAD card, you must file an Application for Replacement AND pay another $410.00 filing fee.**