STEM Extension Mailing Instructions

It is your responsibility to mail all required STEM Extension OPT application materials to the U.S. Citizenship and Immigration Services Lockbox or Service Center that processes applications for your eligibility category and place of residence. See instructions online at: <http://www.uscis.gov/i-765>.

STEM extension OPT applications may be filed up to 90 days before your EAD end date but must be received by USCIS prior to the EAD end date. If your post-completion OPT authorization has already expired, you cannot apply for the STEM OPT extension. Your application must be filed with USCIS within 30 days of the “certification date” indicated in item 10 on your STEM extension recommendation I-20. It is recommended that you mail your application in a way that provides delivery confirmation.

**APPLICATION MATERIALS**

**Before mailing your application to USCIS, please review the application to make sure it contains:**

1. Photocopy the I-20 OIA issued with the STEM extension recommendation on page 2.

Be sure to sign the I-20 on page 1.

1. $410.00 personal check or money order made out to “U.S. Department of Homeland Security”-

On the memo line, indicate—STEM Extension and your I-94 number

Don’t forget to sign the check and date the check; do NOT endorse the back of the check

1. Two identical color passport-size photographs taken in the past 30 days;-Write your I-94 number and name gently on the back. No Larger than 2 x 2.

Do not re-use previous EAD, passport, or visa photos; USCIS may request new photos which will delay the processing of your application.

1. Completed and signed Form I-765(sign in blue ink);

\***Make sure you select renewal at the very top of the I-765 as the reason for filing.**

\***Item 10:** Electronic I-94—Enter Admission (I-94) Record Number from your electronic I-94 downloaded from <https://i94.cbp.dhs.gov/I94/request.html>. Paper I-94--Enter the complete number found on the upper left corner of your paper I-94 card.

\***Item 11:** Should indicate information from initial OPT authorization; be sure to answer all three parts of the question

**\*Item 16:** Eligibility under 8 CFR 274a.12 is (c)(3)(C)

**\*Item 17:** Enter your qualifying STEM Degree; Employer's Name as listed in E-Verify; Employer's E- Verify Company/Client Identification Number

1. Photocopy of your official diploma indicating the degree level and STEM field of study (if your diploma does not indicate this, include your transcript);
2. Photocopy of your current EAD card (front & back) and any previously issued EAD cards related to your current status;
3. Photocopy of your valid passport ID page and any renewal or extension page must show your full legal name, date of birth, photograph, and expiration date of your passport
4. Electronic I-94: Download a copy at: <https://i94.cbp.dhs.gov/I94/request.html>

If submitting the Paper I-94 instead of the Electronic I-94 plese Include a copy of the front and back of the document

1. Photocopy of your most recent U.S. F-1 student visa or I-797 change of status approval notice documenting your F-1 status
2. *If applicable: Photocopy of any previously issued EAD cards(front and back) and related I-*

 *20s (pp. 1&3)*

1. *Recommended: Statement from your employer indicating how employment relates to STEM degree field indicated in item 5 of your I-20.*
2. *Optional:G-1145, E-Notification of Application/Petition Acceptance*
3. *Optional : Resume*

**USCIS Phoenix and Dallas Lockbox facilities**

| **If you live in:** | **Mail your application to:** |
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| 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 Northern Mariana Islands. | **USCIS Phoenix Lockbox**For U.S. Postal Service (USPS) deliveries:USCISPO Box 21281Phoenix, AZ 85036For Express mail and courier deliveries:USCISAttn: AOS1820 E. Skyharbor Circle SSuite 100Phoenix, AZ 85034 |
| 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 | **USCIS Dallas Lockbox**For U.S. Postal Service (USPS) Deliveries:USCISPO Box 660867Dallas, TX 75266For Express mail and courier deliveries:USCISAttn: AOS2501 S. State Hwy. 121 BusinessSuite 400Lewisville, TX 75067 |

**E-Notification:** If you want to receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page