

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.

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. Your application must be filed with USCIS within 60 days of the I-20 issue date indicated 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.
- 2.) \$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
- 3.) 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.
- 4.) [Form G-1145](#) – E-Notification Form
- 5.) Completed and signed [Form I-765](#)(signed);
***Please assure you are using the most recent edition of the form I-765.**
Visit the following website to download the most recent form: <https://www.uscis.gov/i-765>
***Make sure you select renewal at the very top of the I-765 under "I am applying for:"**
 - **Item 21.a:** Electronic I-94—Enter Admission (I-94) Record Number from your electronic I-94 downloaded from <https://i94.cbp.dhs.gov/I94/#/home>. Paper I-94--Enter the complete number found on the upper left corner of your paper I-94 card.
 - **Item 27:** Enter (C)(3)(C) – Eligibility category for STEM OPT
 - **Item 28:** Enter your qualifying STEM Degree (Examples PhD Math, MS Computer Science, MS Engineering); Employer's Name as listed in E-Verify and Employer's E-Verify Company/Client Identification Number
- 6.) Photocopy of your official diploma indicating the degree level and STEM field of study (if your diploma does not indicate this, include your transcript);
- 7.) Photocopy of your current post-completion EAD card (front & back) and any previously issued EAD cards related to your current status;
- 8.) 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.
- 9.) [Electronic I-94](#): Download a copy at: <https://i94.cbp.dhs.gov/I94/>
If submitting the Paper I-94 instead of the Electronic I-94 please Include a copy of the front and back of the document
- 10.) Photocopy of your most recent U.S. F-1 student visa or I-797 change of status approval notice documenting your F-1 status

USCIS Phoenix and Dallas Lockbox facilities

If you live in:	Mail your application to:
<p>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.</p>	<p>USCIS Phoenix Lockbox</p> <p>For U.S. Postal Service (USPS) deliveries:</p> <p>USCIS PO Box 21281 Phoenix, AZ 85036</p> <hr/> <p>For Express mail and courier deliveries:</p> <p>USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
<p>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</p>	<p>USCIS Dallas Lockbox</p> <p>For U.S. Postal Service (USPS) Deliveries:</p> <p>USCIS PO Box 660867 Dallas, TX 75266</p> <hr/> <p>For Express mail and courier deliveries:</p> <p>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>