ISSO STEM Extension for OPT Application Check List

Students applying for STEM Optional Practical Training (OPT) can use this check list when preparing an OPT application.

**STEP 1:** Submit the [ISSO online OPT application](mailto:iss@brandeis.edu). Photocopy and save (as a .PDF) the items below:

- Signed [I-765 OPT Application Form](mailto:iss@brandeis.edu). Handwritten I-765s **will not** be accepted. Use the [sample I-765](mailto:iss@brandeis.edu) to help you fill it out.
- Completed and signed [Employment Verification Form for 17-Month OPT STEM Extension](mailto:iss@brandeis.edu)
- Pages 1-3 of all [I-20s](mailto:iss@brandeis.edu) that have been issued to you. Include all Brandeis I-20s (CPT, other degree levels, etc.) AND all I-20s from previous institutions. Make sure you have an I-20 with your E-Verify employer listed.
- Printed [Electronic Form I-94](mailto:iss@brandeis.edu) OR front and back of your [paper I-94 Card](mailto:iss@brandeis.edu)
- Most recent [Passport Entry Stamp](mailto:iss@brandeis.edu)
- Most recent U.S. F-1 Entry Visa (not applicable for Canadian citizens)
- Your [Passport Photo ID Page](mailto:iss@brandeis.edu) and [Passport Expiration Page](mailto:iss@brandeis.edu), may be same page
- Previously issued [OPT card(s)](mailto:iss@brandeis.edu)
- [Brandeis diploma](mailto:iss@brandeis.edu)

**STEP 2:** Sign and make a copy of new STEM OPT I-20, issued by ISSO within 10 business days (Keep the original I-20)

**STEP 3:** Prepare and assemble your paper STEM OPT Application in this order, from top to bottom:

- Original signed form I-765
- 2 standard (2” x 2”) passport-sized photos with name and latest I-94 card number on the back. Photos must be **less than 30 days old** and must be taken within the U.S.
- Check or money order for the [OPT application fee](mailto:iss@brandeis.edu). Use the [sample check](mailto:iss@brandeis.edu) to help you fill it out. If you would like the ISSO to review the check or photos, please bring with you if/when you pick up your new OPT I-20 in person.
- Photos and check/money order paper-clipped to the I-765 **(photos and check/money order should be separate)**
- Photocopy of pages 1-2 of new OPT I-20 from ISSO (DO NOT mail the original)
- Photocopies of ALL other I-20s (from the most recent to the oldest)
- Electronic Form I-94 OR front and back of Paper I-94 Card
- Photocopy of most recent [Passport Entry Stamp](mailto:iss@brandeis.edu)
- Photocopy of U.S F-1 Entry Visa
- Photocopy of your Passport Photo ID Page and Passport Expiration Page, may be same page
- Photocopy of previously issued OPT cards
- Photocopy of Brandeis diploma
- Recommended but not required: Confirmation of employment letter from your E-Verify employer

**STEP 4:** Mail your paper OPT application to USCIS. They must receive it **within 30 days** of the date on your I-765 and new OPT I-20. You will receive 3 notices from USCIS: a Receipt Notice, an Approval Notice, and your OPT card.

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<th>If you live in: AK, AZ, CA, CT, HI, ID, IL, IN, IA, KS, MI, MN, MO, MT, NE, NV, ND, OH, OR, SD, UT, WA, WI, or WY</th>
<th>If you live in: AL, AR, CT, DE, DC, FL, GA, KY, LA, ME, MD, MA, MS, NH, NJ, NM, NY, NC, PA, RI, SC, OK, TN, TX, VT, or VA</th>
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<tr>
<td>For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</td>
<td>For Express mail &amp; courier (i.e. UPS, FedEx) deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</td>
</tr>
<tr>
<td>For U.S. Postal Service (USPS) deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business, Suite 400 Lewisville, TX 75067</td>
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*Your application is YOUR responsibility. Remember to follow up with the ISSO if you have any questions!*