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. Photocopy and save (as a .PDF) the items below:

- [ ] Completed I-983 Training Plan from your employer
- [ ] Printed **Electronic Form I-94** OR front and back of your paper I-94 Card

**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. Handwritten I-765s will not be accepted. USCIS’ website includes instructions that you should refer to in order to complete the I-765.
- [ ] 2 standard (2” x 2”) **passport-sized photos** and write your name and date of birth on the back. Photos must be **less than 30 days old** and must be taken within the U.S. The ISSO recommends that you visit this website for details of the passport requirement.
- [ ] Check or money order for the **OPT application fee**. Use the sample check to help you fill it out.
- [ ] 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). Make sure you have an I-20 with your E-Verify employer listed.
- [ ] Photocopies of ALL other I-20s (from the most recent to the oldest). Include all Brandeis I-20s (CPT, other degree levels, etc.) AND all I-20s from previous institutions.
- [ ] Electronic Form I-94 OR front and back of Paper I-94 Card
- [ ] Photocopy of most recent **Passport Entry Stamp**
- [ ] 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
- [ ] **Form G-1145** (optional but recommended)

**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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<thead>
<tr>
<th>If you live in: AK, AZ, CA, CI, 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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<tbody>
<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>
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**Your application is YOUR responsibility. Remember to follow up with the ISSO if you have any questions!**