

ISSO STEM OPT Extension Application Checklist

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

Step 1: Submit the **ISSO online STEM OPT application**:

- Complete the [I-983 Training Plan](#) with your employer.
- Log in to the [ISSO Portal](#) with your Brandeis credentials.
- Click on the **Control Center** tab, then click **STEM OPT Extension Request**. Please note that you may only access the STEM OPT Extension Request within 90 days of your post-completion OPT end date.
- Complete the STEM OPT Request form, including the questionnaires, file uploads, and electronic signature documents.
- Click "Submit" (NOT "Save") to submit the STEM OPT request.

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: If you are filing online, upload all documents in the appropriate locations. Please do not begin your application until you receive the OPT I-20 from the ISSO. **Filing online prior to obtaining the OPT I-20 will lead to the denial of your petition.** If applying by mail, prepare and assemble your **paper STEM OPT Application** in this order, from top to bottom:

- [Form G-1145](#) (*optional but recommended*). Fill out to request email or text notification when USCIS accepts your application.
- Photos and check/money order paper-clipped to the I-765 (*photos and check/money order should be separate*)
- Original signed [form I-765](#). [USCIS' website](#) includes instructions that you should refer to in order to complete the I-765. Please also check the [ISSO supplemental instructions](#). Typing is preferred, but you may handwrite in areas that you cannot complete on the electronic form.
- Two (2) standard (2" x 2") **passport-sized photos** (**write your name and date of birth** lightly in pencil on the back of the photos). Photos must be **less than 30 days old** and must not be used for any other applications. The ISSO recommends that you [visit the Department of State website for details on photo requirements](#).
- Check or money order for the **STEM OPT application fee of \$410**. Checks should be made payable to the U.S. Department of Homeland Security. Use our [sample check](#) for guidance. While a check or money order is the recommended method of payment, you also have the option to fill out [Form G-1450](#) to pay with a credit card. You may pay using a credit card, debit card, or bank transfer if you apply online. The card must be issued by a U.S. bank.
- Photocopy** of pages 1-2 of new STEM 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 for which you have received work authorization (CPT/OPT) (from the most recent to the oldest)
- [Electronic I-94](#) OR copy of paper I-94 card
- Photocopy of most recent Passport Entry Stamp (may be on same page as visa)
- 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 Employment Authorization Documents (OPT cards)
- Photocopy of Brandeis diploma

Step 4: Mail your paper STEM OPT application or submit your online application to USCIS. They must receive it within 60 days of the date on your new STEM OPT I-20 and I-765, and before your current OPT period ends. You will receive 3 notices from USCIS: a Receipt Notice, an Approval Notice, and your STEM OPT EAD card.

Please visit the [I-765 Addresses page of the USCIS website](#) for the most up-to-date mailing address for your application. You can find the information for F-1 STEM OPT in the "Foreign students" box.