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 before your current OPT expires AND within 60 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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<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!