Student Checklist for Optional Practical Training
17-Month STEM Extension

Please check off as you complete the following steps

STEP 1:

_____ Complete form I-765.
 Complete as a pdf or use black ink and be sure to sign your name with a Black ink pen.

_____ For “I am applying for”: select Renewal of my permission to accept employment.

_____ For Question 3: Address for delivery of the EAD card: If you have the STEM extension card sent to OIP, as noted on the I-765 form, you must send the STEM extension request to the USCIS lockbox in either Phoenix AZ or Dallas TX.

Or, if you choose to have the card sent to your current residential address in the United States, make sure that your address will be valid until you receive the approval. This may take 3-4 months. NOTE: Your address determines which of the four USCIS Service Centers should receive your application. It is acceptable and expected that you may send the application to a USCIS Service Center different from the one where your original OPT application was filed.

_____ Answering Question 16: The answer for question 16 for STEM Extension applicants (after initial 12 month OPT) is: (c)(3)(C)

_____ Answering Question 17: You must complete this section. List your major as it appears on your I-20 and obtain your employer’s name and identification number as listed in the US government’s “E-Verify” Program. This information is usually available from your Employer’s Human Resources office.

STEP 2:

Submit the following items to UAF OIP for processing the OPT 17-month STEM Extension.
Documents may be submitted by fax, (907-474-5979) scanned and email attached or through the mail.

__ Completed request form for the 17-month STEM Extension

__ Copy of completed form I-765

__ Photocopy of your current EAD card

YOU WILL RECEIVE TWO (2) ORIGINAL STEM OPT I-20’s from UAF OIP
STEP 3:

Mail the following items to the USCIS Service Center that has jurisdiction over your current state of residence – the OPT STEM extension card will be mailed to you. Mailing address is included at the end of this document. Mail your STEM extension packet using U.S. Postal Service (USPS) return receipt or by another service that provides a receipt. Keep the receipt! In the event it is lost, the carrier can track it for you.

OPT-STEM APPLICATION CHECKLIST

_____ FORM I-765, signed in black ink – DO NOT CROSS LINES AS IT WILL BE SCANNED

_____ $380.00 check or money order made payable to U.S. Department of Homeland Security (spell out name, do not use the initials “USDHS” or “DHS.”). Staple check to Form I-765.

_____ One (1) original SEVIS I-20 for the OPT STEM Extension ~ signed by UAF OIP and YOU.

_____ Photocopy of your most recent I-94 card (both sides) and visa inside your passport

_____ Photocopy of your passport identification page, which includes your picture. Note: your passport must be valid not have expired.

_____ Copy of your current EAD card (both sides) and any previous EAD cards (if applicable)

_____ Copy of your most recent degree that shows: degree name, date awarded, and field of study. This can be a copy of your diploma, official transcript or an unofficial transcript.

The field of study shown must be on the approved list of STEM fields of study. UAF OIP will have already verified that your field of study is on the approved list prior to issuing you a new I-20, recommending the OPT 17-month STEM extension.

_____ 2 passport-style photos with a white background (important instructions on photo requirements on the back of this page), on the back, in pencil write your name and I-94 number. (Review USCIS Photo Requirements later in guidelines.) Place photos in plastic bag or envelope and staple to top of application.

_____ Since your employment must directly relate to the STEM field, it is recommended that you include a statement from your employer regarding how the employment relates to the STEM field of study.

_____ INCLUDE PHOTOCOPIES OF ALL OTHER PREVIOUS I-20s ISSUED TO YOU BY ALL SCHOOLS (including any that are pre-SEVIS)

KEEP ALL I-20’S, OPT/STEM EXTENSION APPLICATIONS FOREVER, IN THE EVENT YOU ARE SPONSORED FOR AN H-1B WORK AUTHORIZATION OR IF YOU WISH TO APPLY FOR U.S. PERMANENT RESIDENCY.

_____ Scan and email a copy of your new OPT card to OIPI after you receive it.
IMPORTANT INFORMATION ON USCIS PHOTO REQUIREMENTS

Often applicants will have their photos rejected for failing to meet the required specifications. In order to avoid this, be sure to show these instructions to the photographer before the photos are taken. Then, carefully review your photos before mailing them to the USCIS Vermont Service Center with your application.

Special instructions regarding photos for your EAD card:

For an example of the new photo style go to: http://travel.state.gov/passport/guide/composition/composition_874.html This link includes information on the required dimensions of the photos, how the photos must be posed etc. The photo should not be larger than 2 by 2 inches, with the distance from the top of the head to just below the chin measuring about 1 3/8 inches.

1. Frame subject with full face, front view, eyes open.
2. Make sure the photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 3/8 inches. (25mm to 35mm)
3. Center head within the frame of the picture
4. Make sure eye height is from between 1 1/8 inches to 1 3/8 inches (28mm and 3mm) from the bottom of the photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Compose your face in a natural photo.
8. There must be no spots on the photo.
9. There must be no shadows on the photo.
10. Eyeglasses worn on a daily basis can be worn for the photo. However, there should be no reflection from the eyeglasses that obscures the eyes.
11. Sunglasses or tinted glasses cannot be worn in the photos.
12. Print your name and I-94 number on the back of the photos in PENCIL. DO NOT PRESS ON THE PICTURES.
13. Place the pictures in an envelope or small plastic sandwich-size bag and attach the envelope or bag to the OPT application packet. Be sure not to staple or otherwise put any holes in the pictures.
Mail your OPT application and accompanying documentation to the address with jurisdiction over where you live. Information is also available in the form I-765 instructions.

**USCIS Phoenix or Dallas Lockbox**

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<thead>
<tr>
<th>State or Region</th>
<th>Location</th>
<th>Details</th>
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<tbody>
<tr>
<td>Alaska, Arizona, California, Colorado,</td>
<td>USCIS Phoenix Lockbox</td>
<td>For U.S. Postal Service (USPS) deliveries:</td>
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<tr>
<td>Guam, Hawaii, Idaho, Illinois, Indiana,</td>
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<td>USCIS</td>
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<tr>
<td>Iowa, Kansas, Michigan, Minnesota,</td>
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<td>PO Box 21281</td>
</tr>
<tr>
<td>Missouri, Montana, Nebraska, Nevada,</td>
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<td>Phoenix, AZ 85036</td>
</tr>
<tr>
<td>North Dakota, Ohio, South Dakota, Utah,</td>
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<td>For Express mail and courier service deliveries:</td>
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<tr>
<td>Washington, Wisconsin, Wyoming,</td>
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<td>USCIS</td>
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<tr>
<td>or Commonwealth of the Northern</td>
<td></td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>Marian Islands</td>
<td></td>
<td>1820 E. Skyharbor Circle S</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phoenix, AZ 85034</td>
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<tr>
<td>Alabama, Arkansas, Connecticut,</td>
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<tr>
<td>Georgia, Kentucky, Louisiana, Maine,</td>
<td></td>
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<tr>
<td>Maryland, Massachusetts, Mississippi,</td>
<td></td>
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<tr>
<td>New Hampshire, New Jersey, New Mexico,</td>
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<tr>
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<td>Attn: AOS</td>
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<tr>
<td>Carolina, Oklahoma, Texas, Vermont,</td>
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<td>2501 S. State Hwy. 121, Business</td>
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<tr>
<td>Virginia, U.S. Virgin Islands, or West</td>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
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