

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. **Use blue ink and be sure to sign your name with a Blue ink pen**

For Question 3: Address for delivery of the EAD card: You should use your current residential address in the United States. You should make sure that the address will be valid until you receive the approval. This may take 3-4 months. NOTE: This 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. They may be submitted by scan and email attachment 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

STEP 3:

After you receive your STEM OPT I-20 from UAF OIP, mail the following items to the USCIS Service Center that has jurisdiction over your current state of residence.

Form I-765, signed in blue ink

\$340.00 check or money order made payable to **US Citizenship and Immigration Services** or **Department of Homeland Security**, stapled to Form I-765.

One Original I-20

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. (See additional information below.)

__ INCLUDE A PHOTOCOPY (not original) OF YOUR SEVIS I-20 for the OPT STEM Extension, pages 1 and 3, AFTER it is endorsed by UAF OIP.

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

__ Since the 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.

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.

USCIS Service Center Filing Chart	
If you live in:	Mail your application to:
CT, DE, the District of Columbia, ME, MD, MA, NH, NJ, NY, PA, Puerto Rico, RI, VT, VA, WV, U.S. Virgin Islands	This address may be used for both US Postal Service and private courier deliveries:
	USCIS
	Vermont Service Center
	Attn: I-765
	75 Lower Welden Street St. Albans, VT 05479-0001
AR, AL, GA, FL, LA, KY, MS, NM, NC, OK, SC, TN, TX	USCIS
	Texas Service Center
	P.O. Box 851041
	Mesquite, TX 75185-1041
	Or for private courier (non-USPS) deliveries to the Texas Service Center:
	USCIS Texas Service Center
	4141 North St. Augustine Road
	Dallas, TX 75227
AZ, CA, Guam, HI, NV	USCIS
	California Service Center
	P.O. Box 10765
	Laguna Niguel, CA 92607-1076
	Or for private courier (non-USPS) deliveries to the California Service Center:
	USCIS
	California Service Center
	24000 Avila Road
	2nd Floor, Room 2312
	Laguna Niguel, CA 92677
AK, CO, ID, IL, IN, IA, KS, MI, MN, MO, MT, NE, ND, OH, OR, SD, UT, WA, WI, WY	USCIS
	Nebraska Service Center
	P.O. Box 87765
	Lincoln, NE 68501-7765
	Or for private courier (non-USPS) deliveries to the Nebraska Service Center:
	USCIS
	Nebraska Service Center
	850 S. St. Lincoln, NE 68508-1225