STEM OPT Extension I-765 Guide International Student Services

Form I-765: Application for Employment Authorization

The I-765 is an application with USCIS. If approved, you will receive a new Employment Authorization Document (EAD) card for your STEM OPT period.

- Submit the I-765 after you receive your STEM OPT I-20 from ISS.
 - You must submit your I-765 within 60 days of receiving your STEM OPT I-20.
- The final deadline to submit the I-765 is the last day of your Post-Completion OPT period
- Apply online or by paper.
 - ISS highly recommends you file online.
- Review the <u>ISS STEM OPT Extension webpage</u> for information regarding the OPT application process and timeline.
- If you are applying for <u>Post-Completion OPT</u>, please refer to the Post-Completion OPT I-765 guide.

Disclaimer

- This is a <u>general guide</u> for the Form I-765.
- It is your responsibility to ensure your I-765 is completed correctly and accurately.
- It is your responsibility to submit the Form I-765 to USCIS before the deadline.
- Following this guide does <u>not</u> guarantee approval of your OPT by USCIS and should not be construed as legal advice.
- Please read the USCIS I-765 instructions <u>HERE</u>.

Accessing the 1765

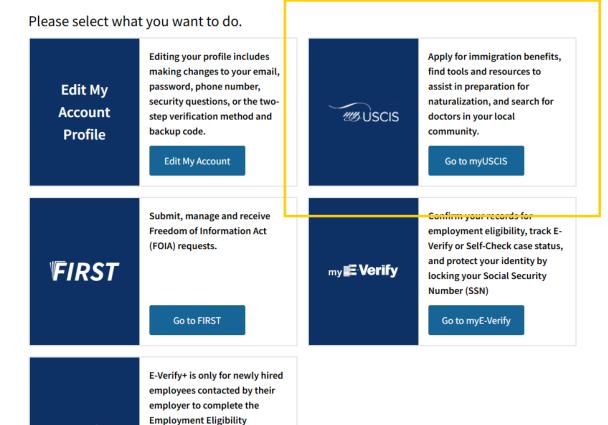
Access your USCIS Account

- Visit <u>https://myaccount.uscis.gov/</u>.
- Log in using your existing USCIS account credentials.
 - If you forgot your password, click "Forgot Password".
- If you are unable to access your existing USCIS account, you can use <u>these USCIS resources</u>.

Email Address *	
Password *	
Forgot Password?	Show Password
Sign In	
Don't have a USCIS online account?	

Access myUSCIS

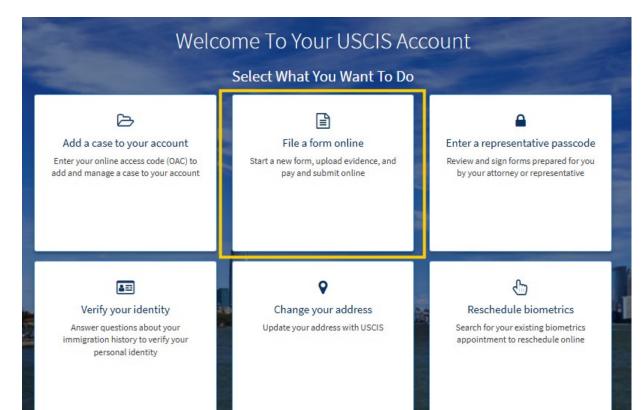
Welcome to your USCIS Account



- Click "Go to myUSCIS".
- "myUSCIS" is where you can file online applications with USCIS.

Start your Application

• Click "File a form online"



- Select "I-765, Application for Employment Authorization".
- Select "(c)(3)(C) STEM Extension".

Select the form you want to file online

I-765, Application for Employment Authorization

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

(c)(3)(C) STEM Extension

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

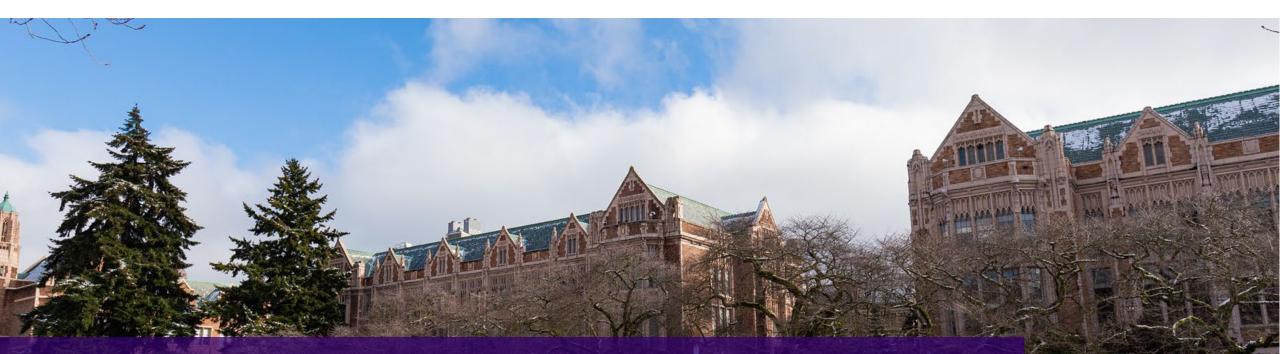
- A Note: You may apply online if your eligibility category is:
 - (a)(12) Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
 - (c)(3)(A) F-1 student, pre-completion OPT;
 - (c)(3)(B) F-1 student, post-completion OPT;
 - (c)(3)(C) F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
 - (c)(8) Applicants for Asylum under the ABC Settlement Agreement;
 - (c)(8) Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
 - (c)(11) Parole;
 - (c)(19) Temporary Protected Status (You have a pending Form I-821); or
 - (c)(33) Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper Form I-765.

Reminders

Keep in Mind

- You must have your STEM OPT I-20 from ISS before submitting the I-765.
 - You must submit your I-765 within 60 days of receiving your STEM OPT I-20.
- You must be **physically inside the U.S.** when submitting the I-765.
- ISS recommends you include all information that is applicable to you.
 - Even if it is not marked with an asterisk (*).
- If you do not work on your I-765 draft for more than 30 days, USCIS will delete it.
- The final step in the I-765 is to pay the application fee. <u>Do not pay the I-765</u> fee if you are not ready to submit your application to USCIS. You can find the most up-to-date fee information <u>HERE</u>.



Getting Started

Getting Started: Basis of eligibility

- Select "(c)(3)(C) STEM Extension".
- Write your degree as stated on your official transcript.
- Provide your employer details.
- Premium Processing
 - Premium Processing is optional.
 - If you want premium processing, you can choose to apply for it when you submit your I-765 or add it later while your I-765 is pending.
 - If you choose to apply for premium when submitting the I-765, you will pay the I-765 fee and premium processing fee together.
 - View the premium processing fee information <u>HERE</u>.

Getting Started	What is your eligibility category? *
Basis of eligibility Reason for applying Preparer and interpreter information	A You can file your request online only for certain eligibility categories
About You	list, you must file a paper <u>Form I-783</u> . If you submit online and are not eligible for one of the listed categories, your application may be denied.
Evidence	×
Additional Information	▼
Review and Submit	(c)(S)(C) STEM Extension -
	What is your degree?
	What is your employer's name as listed in E-Verify?
	What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?
	Provide e 4 to 7-digit employer identification number.
	Would you like to request Premium Processing Service? Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-763 within 30 days. If you request premium processing, you will be asked to complete the Form
	I good regions precision processing you must be able to pay for and submit both forms at the same time.

Getting Started: Reason for Applying

Getting Started	^	What is your reason for applying? *
Basis of eligibility Reason for applying		Initial permission to accept employment Declarement of last stales, as demond employment
Preparer and interpreter information		 Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
About You	×	 Renewal of permission to accept employment
Evidence	×	
Additional Information	×	
Review and Submit	ř	Have you previously filed Form I-765?
		Yes
		O No

Back

Next

Reason for Applying:

- Select "Renewal".
- Replacement: If you were authorized for STEM OPT, but your EAD was lost, stolen, damaged, or needs to be corrected.

Previously Filed Form I-765:

Select "Yes".

Getting Started: Preparer and Interpreter

 If someone is helping you complete your application, you will need to enter information about them.

Getting Started	^
Basis of eligibility	
Reason for applying	
Preparer and interprete information	er
About You	~
Evidence	~
Additional Information	~
Review and Submit	~

()

No

Yes

Back

Is someone assisting you with completing this application?

COLONIAL CONTRACTOR CONTRACT

Next

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About You: Your Name

etting Started	~	What is your currer	nt legal name?	
bout You	^	Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do r provide any nicknames here.		
Your name		provide any methanics here	•	
Your contact information		Given name (first name)	Middle name	
Describe yourself				
When and where you were born		Family name (last name) *		
Your immigration information				
Other information				
vidence	~			
dditional Information	~	Have you used any	other names since birth?	
eview and Submit	*	Other names used may inclu	de nicknames, aliases, and maiden names.	
		O Yes		
		O No		

Back

Next

• Type in your name as it appears on your I-20.

 If you have used any other names on official records, please include those (i.e., maiden names, preferred names).

About You: Contact Information

- Provide your contact information.
- Your EAD card and any notices will be sent to the mailing address on file. <u>Please use a secure</u> <u>address that will be valid throughout your I-765</u> processing.
- "In Care of Name"
 - If you are not physically residing at the mailing address, indicate the name of the person who is.
- If your mailing address and physical address are different, provide your current physical address here.

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

Address line 1 *		
Street number and i	name	
Address line 2		
Apartment, suite, ur	nit, or floor	
City or town *	State *	ZIP code *
		•
		Provide a 5 or 9-dig ZIP code.

Is your current mailing address the same as your physical address?

YesNo

About You: Describe Yourself

Getting Started	~	What is your gender?	
About You Your name Your contact information	^	MaleFemale	
Describe yourself			
When and where you were born	e	What is your marital status?	
Your immigration information		○ Single	
Other information		O Married	
Evidence	~	 Divorced 	
Additional Information	~	O Widowed	
Review and Submit	~		
		Back	Next

• Provide your gender and marital status.

About You: When and Where you Were Born

- Provide your location of birth as indicated on your birth certificate.
- If the country's name has changed or no longer exists, select the name of the country as it was named when you were born. If that name is not listed, select the name of the country as it is today.
- Date of Birth: Use the U.S. date formatting (Month/Day/Year)

etting Started	~	What is your city, town, or village of birth?
bout You	^	
Your name		
Your contact information		
Describe yourself		
When and where you wer born	re	What is your state or province of birth?
Your immigration information		
Other information		
vidence	~	
ditional Information	~	
eview and Submit	~	What is your country of birth?
		-
		What is your date of birth? *
		MM/DD/YYYY
		Back Next

Gettin

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Revie

Getting Started	~	What is your country of citizenship or nationality?
About You	^	List all countries where you are currently a citizen or national.
Your name		•
Your contact information		
Describe yourself		+ Add country
When and where you were born		
Your immigration information		
Other information		What is your Form I-94 Arrival-Departure Record Number (if any)?
Evidence	*	
Additional Information	~	
Review and Submit	~	Provide an 11 character I-94 Number.
		When did you last arrive in the United States? List your arrival date, place of arrival, and status at arrival. Date of arrival (on or about)
		MM/DD/YYYY
		Place of arrival
		Status at last arrival

About You: Your Immigration Information

- List all countries you are a citizen or national of.
- Follow the steps outlined <u>HERE</u> to get your I-94.

Use your I-94 record to fill out your

most recent arrival information.

•

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration	date	of your	passport or
travel document?			

MM/DD/YYYY

What country issued your passport or travel document?

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

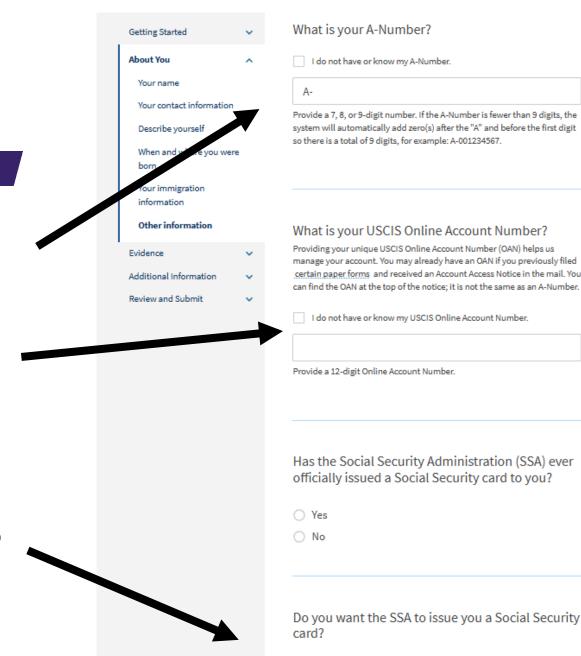
About You: Your Immigration Information

- Provide your most recent passport information.
- Travel Document Number
 - Most students do not have a travel document number. If you do not, skip this question.
- Current Immigration Status or Category

 Select "F-1".
- Your SEVIS Number is written at the top of your I-20.

About You: Other Information

- Provide the USCIS# written on your Post-Completion OPT EAD card.
- If you do not know your USCIS Online Account Number, please indicate that.
- If you do not have an SSN, ISS recommends you select "Yes".
 - If you select "Yes", you will be prompted to provide your parent's names.



Yes
 No

Evidence



2" X 2" Photo Of You Getting Started Upload a recent color photograph of yourself that measures 2 inches by 2 About You inches, with your face measuring 1 inch to 13/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch Evidence from the bottom of the photo. 2" x 2" photo of you Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless Form I-94 or passport contrary to your religious beliefs. Employment Authorization If you need help understanding the photo requirements or want to resize, Document rotate, or crop your photo, you can use the Department of State's photo Form I-20 composition tools. Please note that we cannot approve your application without your photo. College degree File requirements Institution accreditation Clear and readable Additional Information Accepted file formats: JPG, JPEG, or PNG Review and Submit No encrypted or password-protected files If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document. Upload no more than one document at a time Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses Meximum size: 12MB per file Choose or drop files here to upload

Evidence: 2 x 2 Photo

- Your photo should be recent (taken within the last 30 days).
- The photo must meet <u>U.S. passport</u> <u>standards</u>.
- You can use the <u>Department of State</u> <u>Photo Tool</u> to confirm that your photo is sufficient.

Evidence: Form I-94 or Passport

• Provide your I-94 and/or a photo of your passport (the biographical page).

Getting Started	~
About You	~
Evidence	^
2" x 2" photo of you	
Form I-94 or passport	
Employment Authorizatio Document	n
Form I-20	
College degree	
Institution accreditation	
Additional Information	*
Review and Submit	*

Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94; or
- · Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the <u>CBP website</u> to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102, Application for Replacement/Initial <u>Nonimmigrant Arrival-Departure Record</u>, with USCIS. USCIS does charge a fee for this service. For specific information about fees applicable to this form, see Form G-1055.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidevits by people not named on this application who have direct knowledge of the event and circumstances.

Learn more about Primary and Secondary evidences.

File requirements

Clear and readable

Eviden	:e: Ei	mplo	yment
Author	zati	on Do	ocument

Getting Started	~	Employment Authorization Document Or Government ID Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.	
About You	~		
Evidence 2" x 2" photo of you Form I-94 or passport Employment Authorization Document	^		
Autometer overheite		File requirements	
Form I-20		Clear and readable	
College degree		 Accepted file formats: JPG, JPEG, PDF, TIF or TIFF 	
Institution accreditation		 No encrypted or password-protected files 	
Additional Information Review and Submit	`	 If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document. Upload no more than five documents at a time 	
		 Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses 	
		Meximum size: 12MB per file	
		Choose or drop files here to upload	

- Provide your Post-Completion OPT EAD card.
- If you have had multiple EADs in the past, provide photos of all of them.

Evidence: Form I-20

- Upload your <u>STEM OPT I-20</u> from ISS.
- Reminders!
 - You need to sign page 1 by hand.
 - You must apply to USCIS within <u>60 days</u> of receiving your STEM OPT I-20.
 - Make sure page 2 includes the STEM OPT recommendation from ISS (see example below).

Department of Homeland Security I-20, Certificate of Eligibility for Nonimmigrant Student Status U.S. Immigration and Customs Enforcement OMB NO. 1653-0038 SEVIS ID: (F-1)NAME: EMPLOYMENT AUTHORIZATIONS TYPE FULL/PART-TIME STATUS START DATE END DATE POST-COMPLETION OPT FULL TIME APPROVED 16 MARCH 2020 15 MARCH 2021 STEM OPT FULL TIME REQUESTED 16 MARCH 2021 15 MARCH 2023



I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Important information regarding your Form I-20 Do NOT submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSD). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- · Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Evidence: College Degree

Getting Started	~	Colle
About You	~	Upload o
Evidence	^	Degree F
2" x 2" photo of you		File ree
Form I-94 or passport		• Cle
Employment Authorizat	tion	• Acc
Document		• No
Form I-20		• If you trai
College degree		doc
Institution accreditation	• Upl	
Additional Information	~	• Acc
		per
Review and Submit	~	• Max

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the <u>STEM Designated</u> <u>Degree Program List</u> or a copy of your prior STEM degree.

File requirements

Clear and readable

- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

 Upload your diploma and/or transcript showing your STEM degree.

• An unofficial transcript is okay.

Choose or drop files here to upload

Back

Evidence: Institution Accreditation

- If you are applying for STEM OPT based on your most recent degree earned from UW, leave this section blank.
- If you are applying for STEM OPT with a previously earned STEM degree, you must upload an accreditation letter from the school where you earned that degree.

Getting Started	~	h
About You	~	U
Evidence	^	the
2" x 2" photo of you		-
Form I-94 or passport		F
Employment Authorizat Document	ion	
Form I-20		
College degree		
Institution accreditation	on	
Additional Information	~	
Review and Submit	~	

Institution Accreditation

Jpload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

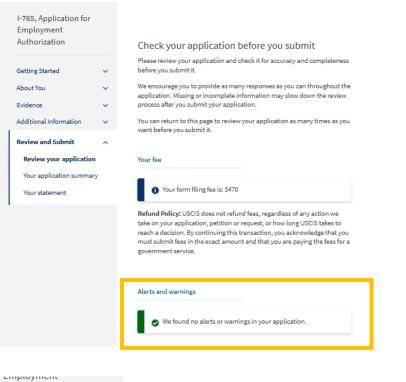


Final Steps

Additional Information

 If you need to provide any additional details regarding a previous answer in the I-765, you may provide that information here.

n	Getting Started About You Evidence Additional Information Additional information Review and Submit	* * * * *	Additional Information If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing. If you do not need to provide any additional information, you may leave this section blank. + Add a response
			Back Next



Authorization		Review the I-765 form information		
Getting Started About You Evidence	* * *	Here is a summary of all the information you provided in your application Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation. We also prepared a draft case snapshot with your responses, which you c		
Additional Information	~	download below.		
Review and Submit	^	🖄 <u>View draft snapshot</u> 😝 Print		
Your application summary Your statement		Getting Started		
		Basis of eligibility		

What is your eligibility category?

(c)(3)(C) STEM Extension

Review Your Application

- Review your application. \bullet
 - Ensure you answered all questions applicable to you.
 - Ensure you accurately reported all of your information.
 - Ensure you have no alerts or warnings. •
- Note: When reviewing the application summary • or draft snapshot, there will be questions included that are blank. That is normal – those questions do not apply to F-1 applicants.
- If you would like an ISS advisor to review your application, do not proceed from this step.

Statement and Signature

• Complete the required statement and signature.

Gett	ing Started	~	Applicant's statement	
Abo	ut You	~	You must read and agree to the statement below.	
Evid	ence	~		
Addi	itional Information	~	 I can read and understand English, a every question and instruction on th 	
Revi	iew and Submit	^	answer to every question.	
Re	eview your applicatior	ı		
Yo	our application summa	ary		
Yo	our statement		Back	Next
Yo	our signature			
1				
Getting S	itarted	~	Applicant's Declaration and Ce	rtification *
About Yo	u ·	~	You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with	
Evidence	dence vyour application, we can deny your application and may deny an		n and may deny any other	
Addition	al Information	~	immigration benefit. You may also face criminal prosecution and penaltie provided by the law.	
Review a	and Submit	^		
Review	v your application			
Your a	pplication summary			
Your st	tatement			
Your s	ignature		Copies of any documents I have subm photocopies of unaltered, original do	
			understand that USCIS may require th	

documents to USCIS at a later date. Furthermore.

Employment		
Authorization		Pay for and submit your a
Getting Started	~	The final step to submit your Form I-70 Authorization, is to pay the required fe
About You	~	Your application fee is: \$470.
Evidence	~	Refund policy: By continuing this tran paying for a government service and t
Additional Information	~	fee and all related financial transactio
Review and Submit	^	regardless of any action USCIS takes o or how long USCIS takes to reach a de exact amounts.
Review your application		
Your application summa	ry	

Your statement

Your signature

Pay and submit

y for and submit your application e final step to submit your Form I-765, Application for Employment chorization, is to pay the required fee. In application fee is: **\$470**. **fund policy:** By continuing this transaction, you agree that you are ring for a government service and that the filing fee, biometric services and all related financial transactions are final and not refundable, ardless of any action USCIS takes on an application, petition or request, now long USCIS takes to reach a decision. You must submit all fees in the

We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov

2. Provide your credit card or U.S. bank account information

3. Submit your payment

When you have paid your fee, your application will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

Pay the USCIS Fee

- This is the final step in the application
- If you are not ready to submit your application, do not pay the application fee.
- If you opted for premium processing, you will be asked to pay the premium processing (I-907) and I-765 fee together.

After Submission

After Submission

- You should receive a digital receipt notice from USCIS within 24 hours of submitting your application. A paper receipt notice will be mailed to you.
- You are allowed to continue working for <u>180 days</u> after your Post-Completion OPT EAD expires as long as your STEM OPT I-765 is pending. Please review this <u>HERE</u>.
- If you need to change your mailing address after submitting your application, you must submit an official change of address to USCIS.
- If you need to attach additional evidence to your I-765, you can do so as unsolicited evidence.
- If you receive a Request for Evidence (RFE) or Request for Information (RFI), please notify ISS immediately.
- If approved, USCIS will provide you a digital and paper approval notice. Your EAD card will arrive in the mail.
- Review the ISS page <u>HERE</u> for additional information.