

International and Exchange Student Center
STEM OPT Extension Application Checklist

Please include all of the following items in your OPT STEM Extension Application Packet:

- Filing Fee for form I-765 is \$410**
Payments should be made by check or money order payable to “U.S. Department of Homeland Security” or by credit card using form G-1450 <http://www.uscis.gov/G-1450>. Place your payment ON TOP of your application.
- 2 U.S. Passport-Style photographs in small envelope**
Please write your name and A-Number (if any) on back edge of each photo lightly in felt pen or pencil
- Completed form G-1145**
- Completed Form I-765**
- Photocopy of your STEM OPT Extension I-20**
- Photocopy of your electronic I-94**
- Photocopy of your Passport Identification Page(s)**--Should include your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (No additional pages required.)
- Photocopy of OPT I-20**
- Photocopy of previously issued I-20s if you had CPT or other off-campus employment**
- Photocopies of your OPT Employment Authorization Documents (EADs)**
- Photocopy of EAD for off-campus employment (if applicable).**
- Copy of your Degree** (submit ONE of the following: Official Transcripts/Unofficial transcripts)

IMPORTANT REMINDERS

USCIS must receive the OPT STEM Extension application packet preferably 90 days prior to the student’s EAD expiration date but no later than the student’s EAD expiration date. In addition, the OPT STEM Extension application must be received by USCIS within 60 days of the date on which the FSA issued the STEM OPT Extension I-20.

IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.

***Mailing Instructions**

If mailing documents from the U.S. Post Office, please use Certified Mail Return Receipt and mail to:

USCIS
PO Box 805373
Chicago, IL 60680

If mailing documents by Express Mail or Courier Service, please mail to:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

*If you live **outside of California**, you may need to mail your OPT application to a different USCIS Lockbox Facility (different address than the one above). Please refer to the I-765 application instructions at www.uscis.gov for the appropriate mailing address if you do not live in California.

Estimated Wait Time for OPT STEM Extension Application Decision

Student should:	
Mail OPT STEM Extension Packet	Mark your calendar.
G-1145	Receive an email or text message within 24 hours upon receipt of application from USCIS Lockbox.
Certified Return Receipt	Receive Green Postcard within 2-3 weeks.
Notice Receipt (I-797)	Receive official notification within 3-4 weeks from time of mailing.
Online Case Status	Track the status of the OPT STEM Extension application after receiving I-797.
OPT STEM Extension EAD	Receive EAD 90-120 days from date on I-797. Student will contact a FSA if he has not received the EAD within 90 days from the date shown on the I-797 Notice of Action.

Change of U.S. Address When you have mailed out your STEM OPT application

- ✓ Students who have submitted their application and are changing their address but **have not yet received a receipt** should contact Customer Service toll-free at 1-800-375-5283.
- ✓ If the student **has a receipt**, he/she can report the change of address from www.uscis.gov, using USCIS' Change of Address online.

Reporting Requirements While on STEM OPT

Report Type	Report Due Date
On-Going Reporting	Report any changes to the IESC office within 10 days, including changes to Form I-983.
On-Going Reports are submitted at: http://www.csun.edu/international/24-month-stem-opt-extension under the "Report Your STEM OPT Employment" tab	
6-Month Validation Reports	
6-Month Validation Report	Due 6 Months from STEM OPT Start Date
12-Month Validation Report	Due 12 Months from STEM OPT Start Date
18-Month Validation Report	Due 18 Months from STEM OPT Start Date
6-Month Validation Reports are submitted at: http://www.csun.edu/international/24-month-stem-opt-extension under the "Report Your STEM OPT Employment" tab	
Training Evaluations	
Evaluation on Student Progress	Due 1 Year After STEM OPT Start Date
Final Evaluation on Student Progress	Due 10 Days After STEM OPT End Date