Step 1: Request STEM OPT EXTENSION I-20
Submit the STEM OPT Extension Application to the ISSS Office. The earliest you can apply for STEM OPT Extension is 120 days before your Post-Completion OPT expires.

Step 2: Prepare and mail your STEM OPT Extension Application
You will need to submit the required items to USCIS BEFORE your current Post-Completion OPT end date.

It can take USCIS up to 90 days to process your STEM OPT Extension application. You can continue to work for up to 180 days after your current Post-Completion OPT expires while you wait for your STEM OPT Extension EAD card.

Step 4: Report STEM OPT Extension Employment
As a student on STEM OPT Extension, you are required by US immigration regulations to report your employment information to the ISSS office.
The purpose of the Form I-983, a new requirement for 24-month STEM OPT Extension, is to ensure that students continue a rigorous training program that builds on the skills obtained as a full time student.

You and your supervisor must agree on the components of the plan as follows: the role of the student in the workplace, the goals and objectives of the proposed training, how the employer will provide oversight of the plan, and what set of measures and assessments will be used.

The Form I-983, along with the STEM OPT Extension application, must be submitted to the ISSS before you receive your new I-20.

A full overview of the new application requirements can be found on The Study in the States hub.
Prepare the following items to send to USCIS:

- Form G-1145
- Form-I 765
- Photocopy of paper 1-94 card (both sides) or electronic I-94 record (https://i94.cbp.dhs.gov/I94/request.html)
- Photocopy of F-1 visa stamp
- Photocopy of identity page(s) in passport
- Photocopy of diploma or official transcript confirming STEM degree
- Photocopy of previous EAD card(s) (Front & Back)
- Photocopy of STEM OPT Extension I-20
- Photocopies of all previous I-20’s
- 2 passport photos taken within the last 30 days (write name and I-94 number in pencil on back of both photos)
- Check or money order for $380 made payable to: US Department of Homeland Security

PLEASE NOTE: Your STEM OPT Extension application must be received by USCIS no later than 60 days after your STEM OPT Extension I-20 has been issued. If it is received after 60 days, your application will be denied.
COMPLETING I-765 FORM

• Type the I-765 form, print, then sign form in blue ink.
• Check the second box: Renewal of my permission to accept employment at the top of the form.
• Your last name should be in all CAPS.
• Question 3: Make certain that the address you put in item #3 will be valid for the next 90 to 120 days as this is where your receipt and EAD will be sent. If you have any doubt what your address will be, you should use the ISSS office address:

<table>
<thead>
<tr>
<th>1. Full Name</th>
<th>(Family Name)</th>
<th>(First Name)</th>
<th>(Middle Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Smith</td>
<td>John</td>
<td></td>
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<table>
<thead>
<tr>
<th>2. Other Names Used (include Maiden Name)</th>
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<tbody>
<tr>
<td>Binghamton Univ Intl Stu Office</td>
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</table>

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<tr>
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<tbody>
<tr>
<td>(Street Number and Name)</td>
<td></td>
</tr>
<tr>
<td>PO Box 6000</td>
<td></td>
</tr>
<tr>
<td>(Town or City)</td>
<td>(State)</td>
</tr>
<tr>
<td>Binghamton</td>
<td>NY</td>
</tr>
<tr>
<td></td>
<td>13902-6000</td>
</tr>
</tbody>
</table>

• Question 10: Number from your online I-94 record.
• Question 16: Eligibility code: (c)(3)(C).
PASSPORT PHOTO INFORMATION

- The photo requirements for STEM OPT Extension applications must meet the same requirements for US Passport Photos.
- More information regarding these requirements can be found at the US Department of State website.
- Passport photos must be 2” x 2” in size.
- Photos must be taken within the last 30 days.
- Write your name and I-94 number in pencil on back of photos.
- Passport photos can be taken at the following local locations:
  - CVS Pharmacy
  - Walmart: 2405 Vestal Parkway East
  - AAA Travel Agency: Campus Plaza, Vestal
• Include a check or money order for $380.
• The check or money order should be made payable to: US Department of Homeland Security
• Money orders can be purchased at any local bank or post office.
• Include your I-94 number in the memo section of the check.
The address where you will mail your OPT Application is determined by the US mailing address that you listed on the I-765 form.

If the address used on the I-765 form is from Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia, mail your application to one of the following addresses:

**US POSTAL SERVICE (Priority Mail):**

USCIS  
PO Box 660867  
Dallas, Texas 75266

**FEDEX, UPS OR DHL (Express Mail):**

USCIS  
PO Box 660867  
Attn: AOS  
Dallas, Texas 75266

2501 S. State Hwy 121 Business Suite 400  
Lewisville, Texas 75067

If the address used on the I-765 form is from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands, mail your application to one of the following addresses:

**US POSTAL SERVICE (Priority Mail):**

USCIS  
PO Box 21281  
Phoenix, AZ 85036

**FEDEX, UPS OR DHL (Express Mail):**

USCIS  
PO Box 21281  
Attn: AOS  
1820 E. Skyharbor Circle S Suite 100  
Phoenix, AZ 85034
Approximately 2-4 weeks after your STEM OPT Extension application is received by USCIS, you will receive an I-797 Notice of Action (Receipt Notice).

Verify your name, date of birth and address on the I-797. If any of this information is not correct, call the USCIS National Customer Service Center number that is referenced on your Receipt Notice.
Approximately 90 days after your STEM OPT Extension application is received by USCIS, you will receive your EAD card.

- Review your EAD card to make sure your personal information is correct. If it is not, contact USCIS.

- Your EAD card can be presented to your employer as proof of your legal work authorization.

- Provide a copy of the front AND back of your EAD card to the ISSS Office.
**REPORTING STEM OPT EXTENSION EMPLOYMENT: Step 4**

- **Reporting Requirements:**
  - You must report/confirm your employment information to the ISSS office while on STEM OPT Extension **every 6 months**. You can confirm your employment by submitting an [OPT Employment Update Form](#).
  - If your living address changes, you change your employer, your position at your current employment greatly changes or if you end employment you must also submit an [OPT Employment Update Form](#). You must submit the form to the ISSS Office within 10 days of the change.
  - You must submit an annual self-evaluation about the progress of your employment to the ISSS office. For more information about the annual self-evaluation, please visit the [Students and the Form I-983 page](#).
  - While on STEM OPT Extension, you cannot exceed more than 150 days of unemployment.