

OPTIONAL PRACTICAL TRAINING STEM EXTENSION CHECKLIST

OPT STEM EXTENSION CHECKLIST FOR ISSC

Please submit the following documents in order to receive a Stem Extension Form I-20:

1. **Form I-765** – Application For Employment Authorization (Original)
2. **Form I-983** - Training Plan For Stem OPT Students (Original)
3. **Official Transcripts** – request official transcripts from the Registrar’s office
4. **Copy of Diploma**
5. **Fee:** Check or money order for \$410.00.
 - Pay in the exact amount. Checks and money orders must be payable in U.S. currency. Make check or money order payable to “**U.S. Department of Homeland Security**”. There will be an additional charge and delay if your check is not honored.
6. **Make sure the company is E-Verify** – obtain your employer’s name and identification number as listed in the U.S. government’s “E-Verify” Program. This information is required on the Form I-765.

OPT STEM EXTENSION CHECKLIST FOR USCIS

Once you receive the Stem Extension Form I-20 from ISSC, you need to mail the following documents to USCIS:

1. **Copy of the Stem Extension Form I-20**
2. **Form I-765** – Application For Employment Authorization (Original)
3. **Official Transcripts**
4. **Copy of Diploma**
5. **A copy of your last EAD** – front and back
6. **Fee:** Check or money order for \$410.00

Where to file - If you live in New York, New Jersey, Connecticut, or Pennsylvania, mail your application to:

For U.S. Postal Service (USPS) Deliveries	For FedEx, UPS, and DHL deliveries:
USCIS PO Box 805373 Chicago, IL 60680	USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517