

CHECK LIST FOR STEM OPT EXTENSION APPLICATION

- I-765 Employment authorization form. The I-765 Employment Authorization form may be found on the USCIS website at www.uscis.gov. The form should be signed in black ink.
- Completed Form I-983 Training Form. Form must be completed and signed by both you and your employer. Form may be found on [Study in the States - STEM OPT Hub](#)
- Complete the G-1145 e-notification of application/petition acceptance form. This form is also found on USCIS.gov with I-765 form. This form should be placed on top of your application.
- \$410 check or money order made payable to US Department of Homeland Security
- Two identical U.S. passport style photos on a white background. Must be 2 X 2 inches in size. Photos can be obtained at CVS or any store that offers photo services, such as Walmart.
 - Print your name and I-94 number on the back of photos lightly with pencil.
- Copy of newest I-20 form that reflects STEM OPT request (You will get this form when meeting with Jennifer Abbott)
- Copies of prior I-20 forms from Upstate or any other US schools attended
- Copy of I-94 card or (both front and back of I-94 card or copy of electronic auto retrieved I-94 info <https://i94.cbp.dhs.gov/i94/#/home>)
- Copy of visa or visa stamp
- Copy of any previous Employment Authorization Cards (EAD) both sides, if you have engaged in OPT previously at another education level.
- Copy of an current EAD card at current education level
- Personal email address and phone number to where you may be reached while you are on OPT
- Make an appointment to meet with your Primary Designated SEVIS School Official Jennifer Abbott, International Student Advisor to discuss STEM OPT and to complete the STEM OPT application and SEVIS STEM OPT request. Bring the items on your checklist to the meeting. Plan for the meeting to take at least 30 minutes to an hour.
- Copy of transcript or copy of your diploma that shows your STEM degree
- Employer E-Verify Name and Client Number, as it appears in E-Verify
- Offer of Employment Letter – Including Employer Name, Employer Address, Supervisor Name, Supervisor Email Address, Supervisor Phone Number, Employer ID number (EIN), Your Position title, start date of actual employment.