

## STEM OPT CHECKLIST (ONLINE FILING)

Prepare electronic copies of the following documents for online submission to USCIS:

- Passport-Style Photograph**
  - Photo should be taken within the last 6 months to reflect your current appearance.
  - Currently, OIS is aware that FedEx and Wise Photo Printing in Corvallis offer digital passport photos. Bring a flash drive to your photo appointment.
- Filing Fee**
  - Visit <https://www.uscis.gov/i-765> for the current filing fee amount. (Biometric fee not required.)
  - You can pay with a withdrawal from a checking or savings account or with a debit or credit card.
- Form I-94**
  - Print your electronic record at "[Get Most Recent I-94.](#)"
  - If you have a paper card, include a picture of the front and back.
- I-20 Issued for STEM OPT from OIS**
  - Print and sign BY HAND (not electronically) and keep the original I-20 prior to copying.
  - Application must reach USCIS within 60 days of the issue date of this I-20 and before EAD end date.
- Previous EAD, front and back**
- Diploma and/or Transcript** (showing degree level and major)
- Institution Accreditation** (Applicable only if you're applying for STEM OPT based on a previously earned STEM Degree, not your most recent degree. Example: Computer Science Bachelor's earned prior to MBA.)
- Passport ID Page** (recommended)
  - If your passport will expire within 6 months of applying for STEM OPT, you should renew your passport before filing. See OIS for more details if this will apply to you.
- F-1 Visa Stamp Page** (recommended)
- All other previous I-20s** (recommended - especially those issued for employment purposes or with different SEVIS ID Numbers)

### Evidence



To the left is an image of the various evidence fields that are available on the online application.

[2 x 2 photo of you](#)

[Form I-94](#)

[Employment Authorization Document](#)

[Form I-20](#)

[College degree](#)

[Institution accreditation](#)

You can upload the recommended documents in these fields:

- Passport and F-1 Visa can be uploaded in the "Employment Authorization Document" section.
- All other previous I-20s can be uploaded in the "Form I-20" section.

Upload the required file first and name all files in a clear manner.

NOTE: Skip the "Institution accreditation" section unless you are applying for STEM OPT based on a previously earned STEM degree.

**Tips for Completing Online Form I-765:**

- **What is your eligibility category?:** Select “c(3)(C) STEM Extension”
- **Basis of eligibility:** Enter your STEM degree, employer’s name, and E-Verify number exactly as listed in E-Verify. If the full name of your degree doesn’t fit, use the “Additional Information” section.
- **Mailing address:** If you list an address where you do not officially live according to the U.S. Postal Service, put the name of the person who is living there in the “in care of” field.
- **What is your country of birth?:** Select the name of the country as it was named when you were born, even if the country’s name has changed or the country no longer exists.
- **Place of arrival:** Select the city that matches your most recent port of entry stamp in your passport.
- **Status at last arrival:** Select “F1 – Student, Academic or Language Program.”
- **What is your current immigration status or category?:** Select “F1 – Student, Academic or Language Program.”
- **What is your A-Number?:** The A-Number is the same as the USCIS Number on your EAD card.
- **What is your USCIS Online Account Number:** Select “I do not have or know my USCIS Online Account Number.”
- **Institution accreditation:** If you are applying based on a previously earned STEM degree (not your most recent degree) upload screen shots showing your STEM degree school using these webpages:
  - U.S. Department of Education accreditation: <https://ope.ed.gov/dapip/>
  - SEVP certification: <https://studyinthestates.dhs.gov/school-search>
- **Additional Information:** Add information here like the full name of your STEM degree, previous OPT, previous SEVIS ID Numbers, and applying based on a previous STEM degree (if applicable to you). See the examples below.

**Section**

Getting Started

**Page**

Basis of eligibility

**Question**

What is your degree?

**Additional information**

My STEM degree is Master of Science in Water, Wetlands, and Marine Resources Management.

**Section**

Getting Started

**Page**

Reason for applying

**Question**

Have you previously filed Form I-765?

**Additional information**

Post-completion OPT previously authorized from 3/10/2017 to 3/9/2018 (Bachelor's) and 6/15/2020 to 6/14/2021 (Master's). See OPT I-20s and previous EAD card as evidence.

<b>Section</b> About You	<b>Section</b> Evidence
<b>Page</b> Your immigration information	<b>Page</b> Institution accreditation
<b>Question</b> What is your Student and Exchange Visitor Inform...	<b>Question</b> Institution Accreditation
<b>Additional information</b> Previously used <u>SEVIS</u> number: N00987654321. See attached previous I-20s as evidence.	<b>Additional information</b> I am STEM eligible based on a previously earned Bachelor's degree in Computer Science (11.0101) completed on 3/9/2017. See attached transcript, diploma, Bachelor's level I-20s, and accreditation/certification evidence.

- **Your application summary:** Click “View draft snapshot” to see what your answers would look like in the paper Form I-765.
- **Pay and submit:** You may wish to STOP here and [schedule an appointment](#) with an international student advisor to review your materials before submitting payment.

#### Additional Information:

- Learn about the USCIS online form filing process here: [www.uscis.gov/file-online](http://www.uscis.gov/file-online)
- The processing time for the online Form I-765 is the same as the paper application, though the online application does go through the pre-processing stage faster.
- The online form says that USCIS may require you to appear for an appointment to take biometrics (fingerprints, photograph, etc.). Please note that a biometrics appointment is typically not required for OPT applicants. If you are asked to do this, the closest [USCIS Field Office](#) is in Portland, OR.
- If you do not work on your form for more than 30 days, USCIS will delete your data in order to prevent storing personal information indefinitely.
- Uploaded files must be no larger than 6MB. You may only use English characters in the file name.
- Once you submit payment, corrections to the form cannot be made. **Be very certain that you’re ready to submit the form before you provide payment!**
- Your receipt notice can be found by clicking on “Go to my cases” and “Documents.” The receipt may not show same-day receipt. This is because the Pay.gov site [does not allow for same-day payment](#). **Plan to submit your application several days before any deadlines.**
- Save the receipt with your other immigration documents. A paper notice will also be mailed to you.
- **CAREFULLY check the receipt information, particularly the mailing address. A known USCIS technical glitch has resulted in incorrect mailing addresses appearing on receipt notices. Your EAD card could be mailed to a wrong address!** If this happens to you, submit an [AR-11 change of address form](#) immediately. Please also email [OIS.Student@oregonstate.edu](mailto:OIS.Student@oregonstate.edu) with a copy of your receipt notice and your correct mailing address in the body of the email.
- After filing, you can log into your USCIS online account for details on the status of your case. You will also have access to a secure inbox to send messages to an immigration services officer.