

## STEM OPT CHECKLIST

Prepare the following documents for submission to USCIS:

- 2 [Passport-Style](#) Photographs
  - Must be taken within the last 30 days
  - Lightly print your name and I-94 number on the back of each photo in pencil on top of clear tape.
- Filing Fee
  - Check, money order, or credit card authorization form ([Form G-1450](#)) made out to “U.S. Department of Homeland Security.” Authorize only the exact [required filing fee amount](#) (no biometric fee is required).
- [Form G-1145](#) for text message and/or email when USCIS accepts your form
- [Form I-765](#)
  - Reference our examples as a guide for filling out the form correctly
  - Type or print neatly in black ink; sign this form by hand in black ink (no electronic signatures)
  - Enter N/A or None in all fields that do not apply to you
  - List a friend’s name in “in care of” for your mailing address if you list an address where you do not officially live according to USPS, or if you may otherwise not be able to receive mail at that address
  - Use “Eligibility Category” (c)(3)(C)
  - Enter all previously used SEVIS numbers, previously authorized CPT or OPT, and other clarifying information about special cases in “Part 6. Additional Information”
- Form I-94
  - Print electronic record at “[Get Most Recent I-94](#)”
  - If you have a paper card, include a copy of the front and back
- Copy of Your Last EAD (front and back)
- Copy of Passport ID Page
  - If your passport will expire within 6 months of application, you should renew your passport before filing for OPT. See OIS for more details if this will apply to you.
- Copy of Your Diploma or Transcript showing degree level and major
- Copy of [I-20 issued for STEM OPT](#) from OIS
  - Sign and keep the original prior to copying
  - Application must reach USCIS within 60 days of the issue date of this I-20 and before EAD end
- Copy of Visa Stamp Page (recommended)
- Previous I-20s, especially those issued for employment purposes or with different SEVIS ID Numbers (recommended)

**Mail all the above documents to the [USCIS Lockbox](#).** Click on “Foreign Students” and view the addresses next to the (c)(3)(C) category. The mailing address you use depends on whether you choose to send your application by the U.S. Postal Service (USPS) or a private courier like FedEx, UPS, or DHL.

We recommend keeping a digital copy of all your documents and requesting a tracking number or certified mail with a return receipt. If you have not received a paper receipt notice within 1 month of mailing your materials, please contact OIS for assistance.