

## How to apply for 17 month STEM extension OPT

- 1) Email [iss@uah.edu](mailto:iss@uah.edu) to request the cover sheet and I-765
- 2) Submit a form to the ISSS office and wait to hear from an advisor when your I-20's authorized for post-completion OPT are ready
  - a. You can apply for STEM 120 days before your post completion OPT ends provided you have not been unemployed for more than 90 days and are employed by an Everify employer
- 3) Receive and sign your I-20's from ISSS and assemble your application to USCIS\* and send by US Mail to:  
USCIS  
PO Box 660867  
Dallas, TX 75266

## What should be sent in your envelope once you make a photocopy of all documents and retain for your records:

1. I-765 (completed and signed)
  - a. Make sure to check on top I am applying for "permission to accept employment
  - b. Also number 11 is YES and the USCIS office is Texas Service Center and the dates are the dates on your current EAD card for post-completion OPT
  - c. If you also applied and received pre-completion OPT please add a copy of that card to the application
  - d. Also 16 should say (c)(3)(C) for the code
  - e. 17 should be your full degree, ie Master of Science in Computer Science
  - f. You should ensure the employer's name as listed in E-Verify is correct and ask your HR department to verify, also ensure the client company ID number is correct
2. Check for \$380 to the Department of Homeland Security, make sure check is signed, dated, and written correctly (an advisor can review if you have doubts)
3. Two passport size photos on white background taken in the last 6 months
4. Signed and updated I-20 showing 17 month STEM recommendation information on page 3 (an international advisor will print two copies and mail them to you, you will keep one and add one to your application)
5. Photocopy of passport
6. Photocopy of F1 visa
7. Electronic I-94 printout OR photocopy of I-94 card
8. Photocopy of post completion OPT card
9. Official Transcripts
10. Copy of your diploma showing your degree from UAH

**PLEASE NOTE** \*Use the PO Box address above for regular US Postal Service Mail only. If you plan to use FedEx you will send it to:

USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

**\*\*\*The address you put on the I-765 form #3 is where your card will be sent. Plan to be at this address, otherwise, write an address you will have access to for at least 4 months. You may use the UAH Po Box address BUT please note that weekends and holiday breaks (ie December break at UAH) the mail will not be collected until school reopens.**

- 4) Wait 2-3 weeks for your USCIS receipt notice (form I-797C) and upon receipt, ensure that your name is spelled correctly, your date of birth is accurate and the receipt number SRC for tracking works on the USCIS website <https://egov.uscis.gov/cris/Dashboard/CaseStatus.do>
- 5) Once you receive your EAD card please email a scanned copy to [iss@uah.edu](mailto:iss@uah.edu) and continue reporting your employment information via the SEVIS update form the OIE website
  - a. [http://www.uah.edu/images/administrative/oie/iss/Forms/SEVIS\\_INFORMATION\\_UPDATE\\_FORM.pdf](http://www.uah.edu/images/administrative/oie/iss/Forms/SEVIS_INFORMATION_UPDATE_FORM.pdf)
  - b. Per immigration regulations detailed information about employment must be reported once the start date on your card begins: employment (or unemployment), living address, any change of status.
  - c. If you have questions about the 90 or 120 day unemployment rule please visit our website

<http://www.uah.edu/images/administrative/oie/iss/Forms/OPT%20STEM%20Extension%20FAQ.pdf>

**Thank you, please see an advisor during walk-in hours or email [iss@uah.edu](mailto:iss@uah.edu) with questions**