



AFTER you have received your STEM OPT I-20 Form

You must mail the following to USCIS: **USCIS must receive your complete application PRIOR to the end of your current EAC period and within 60 days of the issuance date listed on your STEM OPT I-20 Form from ISSO.**

- **Completed Form G-1145 (should be clipped to the top of first page of your forms)** <http://www.uscis.gov/files/form/g-1145.pdf> *this form will allow you to track your application's receipt and approval status online. Please note that your application status online will remain in "initial review" for the full 6+ weeks of processing time.*
- **\$410 fee (personal check or money order), made payable to "US Department of Homeland Security"** Be sure to date and sign the check.
- **Two color "passport" photos, taken within 30 days of the date application is filed.** Write your full name, date of birth and SEVIS # in pencil or pen on the back of the photos and place in a labeled envelope. Photos must have a white background. Photos must show the entire face of the person in full frontal view. ***Please note that after November 1st, 2016 the USCIS will no longer allow passport pictures with glasses.** Specific photo requirements can be found here: <https://travel.state.gov/content/passports/en/passports.html> typically photos taken at CVS or Walgreens will suffice.
- **Completed and signed (in black ink) Form I-765, Application for Employment Authorization** <http://www.uscis.gov/files/form/i-765.pdf>
- **COPY of the STEM OPT I-20 Form** which will be provided to you by ISSO (pages 1 & 2 may be double-sided). **Please keep the original OPT I-20 Form for you.** You need the original for future re-entries to the U.S. You will also need to present it at your Human Resources to show that you have temporary employment authorization in between the expiration of the OPT EAC and while waiting for the STEM EAC. You will present the STEM EAC at your Human Resources to show that you obtained the final approval.
- **Copy of I-94 record printout, or both sides (even if blank) of your current I-94 card**
- **Copy of your Post-OPT I-20**
- **Copy of the Passport Identification and expiration date Page(s)**
- **Copy of the F-1 Visa Stamp Page** (or copy of approval notice of change of status to F-1) *(note that Canadian citizens will not have this stamp)*
- **A copy of your degree certificate reflecting the conferred degree as well as your major field of study.** The student may provide one of the following documents in order to meet these requirements of the degree: Official transcripts or a copy of the diploma showing the level and program of study (this is the best and most guaranteed form)
- **Copy of all previously issued Employment Authorization Card(s) (EAC)**
- **A current letter confirming employment from your Employer.** This letter MUST contain the following information:
 - Job Title
 - Name & Title of your supervisor
 - Supervisors contact phone #



ALL of the materials on the checklist should be mailed to a lockbox address. We advise you to send your documents to the USCIS via overnight courier service such as **FedEx**.

Please remember that USCIS must receive your complete application PRIOR to the end date of your Post-OPT EAD and within 60 days of the issuance date listed on your OPT I-20.

Where to Mail Your STEM OPT Petition

If you live in:	Mail your application to:
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	The ISSO advises that students only use FedEx to send their OPT applications: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.	The ISSO advises that students only use FedEx to send their OPT applications: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034

FEDEX – 61 Drum Hill Road, Chelmsford, MA 01824 (978-275-0575)

Hours of Operation: M – F, 7:30AM – 9:00PM; Saturday, 7:30AM – 6:00PM; Closed Sunday

Latest Express Dropoff: M – F, 6:30PM; Saturday, 1:00PM; Sunday, No Pickup

Latest Ground Dropoff: M – T, Th – F, 6:00PM; W, 4:00PM; Sa – Su, No Pickup

How to Track Delivery of Employment Authorization Document (EAD)

Or Submit Change of Address while your OPT/STEM petition is pending.

<https://www.uscis.gov/forms/forms-information/how-track-delivery-your-green-card-employment-authorization-document-ead-and-travel-document>