



OPT STEM Extension Online Filing Guide

**SIUE OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL STUDENT AND SCHOLARS SERVICES (ISSS)
ISSS@SIUE.EDU**

IMPORTANT

Do not submit your USCIS online application until your immigration advisor (DSO) has reviewed and approved your Form I-765 Draft Summary, and you have received a STEM Extension I-20 showing your STEM Extension recommendation on page 2.

Common Mistakes to Avoid

- ▶ Submitting an online application if you already filed a paper one
- ▶ Not including a **signed** new OPT I-20
- ▶ Uploading the wrong file types or naming files incorrectly
- ▶ Password protecting or encrypting your files
- ▶ Submitting your application with something missing

Don't get denied; follow the guide!

To Prep:

Have items saved & ready to upload. Each document should be smaller than 6 MB.

- **Scan your Photo (2 in x 2 in dimension).** See the [Department of State website](#) for detailed information. *To obtain a digital file of your passport photo, contact your local Walgreens Photo Center to inquire if they will take Passport photos and give you the digital file in one of the formats below on a flash drive.*
 - Color, Max 6 MB
 - Test it with DOS Photo Tool
 - Save as PNG or JPG - File name: PhotoLASTNAME
- **Scan I-94**
 - Save as PDF - File Name: i94LASTNAME
- Scan Passport Bio Page
 - Save as PDF (in color) - File Name: PassportLASTNAME
- **If you've applied for OPT before...**
 - Also scan and save a color PDF of your previous EAD - File Name: EADLASTNAME
- **Have a credit or debit card ready to pay the \$470 fee online**

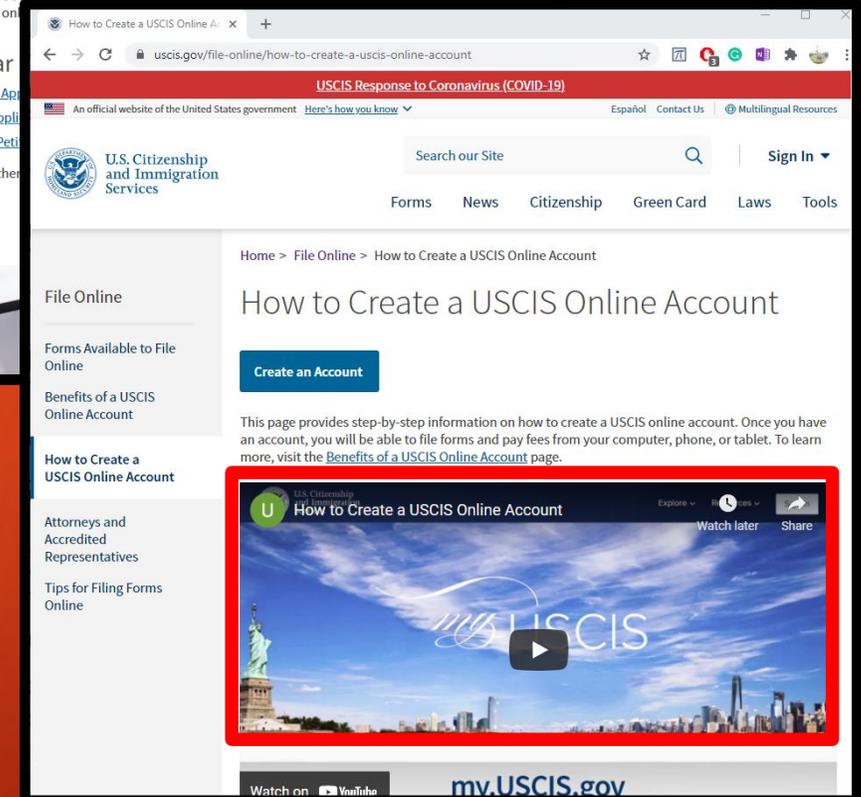
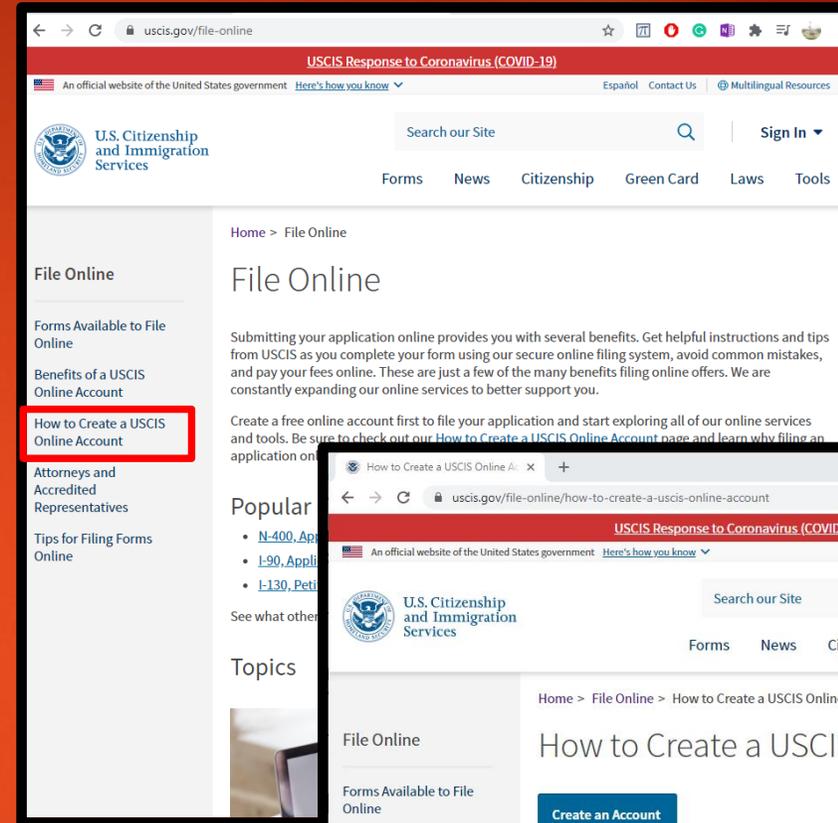
Your USCIS Account

➤ If you filed a paper application for Post-Completion OPT, create a USCIS account:

- 1) Visit: <https://www.uscis.gov/file-online>
- 2) Select "How to Create a USCIS Online Account"
- 3) Watch the video: "How to Create a USCIS Online Account" for detailed instructions on how to set up your personal account.

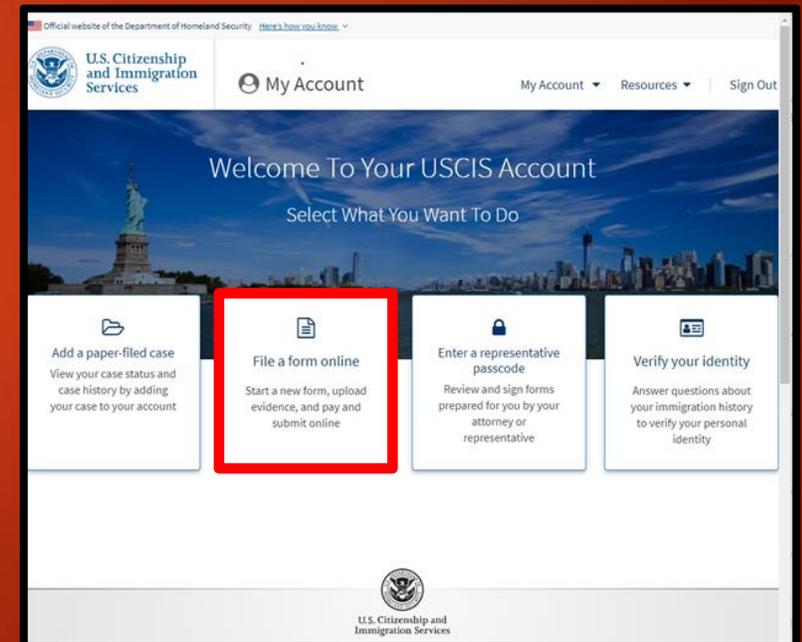
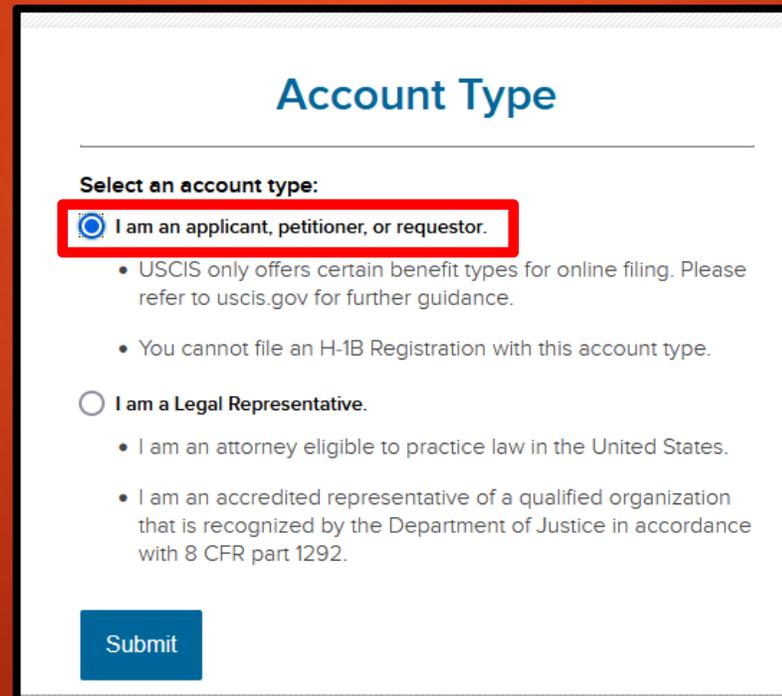
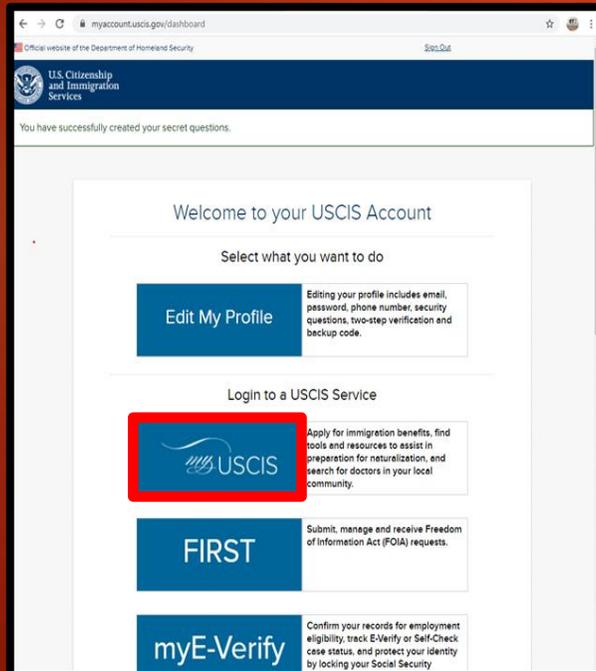
[How to Create a USCIS Online Account | USCIS](#)

➤ If you applied online for Post-Completion OPT, log in to your existing USCIS account.



Finish your account setup to begin

- Select **My USCIS**
- Then select **Account Type**
- Finally, select **File a Form Online**



File a Form

- Select Application for Employment Authorization (I-765)
- Then click on Next

my.uscis.gov/account/onboarding/filing/new

File a Form

Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Application for Employment Authorization (I-765)**
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics) - (c)(3)(C) eligibility category.For all other eligibility categories, you must submit a paper Form I-765.
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

Official website of the Department of Homeland Security | [Help](#) | [Feedback](#)

U.S. Citizenship and Immigration Services | My Account | Resources | Sign On

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765. [Learn more about employment authorization.](#)

Before You Start Your Application

Eligibility

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

Including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

After You Submit Your Application

Track your case online

After you submit your form, you can track its status through your USCIS account. Sign in to your account often to check your case status and read any important messages from USCIS.

Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

Receive your decision

The decision on Form I-765 involves a determination of whether you meet the established eligibility for the intended employment you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up.

Next

Paperwork Reduction Act

► Select Start

Note: Your application will auto save a draft as you go through, but the draft will delete if you don't make changes within 30 days.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

Do not mail your completed I-765 application to this address.

OMB No. 1615-0040
Expires: 07/31/2022

 **Security Reminder**

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

[Back](#) [Start](#)

Getting Started

- What is your eligibility category?
 - Select **(C)(3)(C) STEM Extension**

U.S. Citizenship and Immigration Services

My Account Reso

I-765, Application for Employment Authorization

What is your eligibility category?

⚠ You can file your request online only for certain eligibility categories
If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Additional Information

Review and Submit

List your STEM eligible major & degree level

List your employer's name

List the 5 – 7 digit number here. Note that this IS NOT the same thing as the Employer Identification Number (EIN) that is required on the Form I-983.

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

Back Next

Getting Started

What is your reason for applying?

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes
- No

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Next

Select **Renewal of permission to accept employment**

Is someone assisting you with completing this application?

- Yes
- No

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Next

Select **No**

(unless an attorney or interpreter is helping you; then select **Yes**)

About You

How may we contact you?

I-765, Application for Employment Authorization

Getting Started ▼

About You ▲

- Your name
- Your contact information**
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

Evidence ▼

Additional Information ▼

Review and Submit ▼

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

Select **Yes** (unless you use the ISSS address)

Is your current mailing address the same as your physical address?

- Yes
- No

Back

Next

➤ We recommend using your own address, but if you will be moving or have had issues receiving mail, you may use the ISSS address.

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

About You

- Fill out your biographical information throughout this section of the application.
- Click **Next** to continue.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

[Back](#) [Next](#)

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

United States ▾

What is your date of birth?

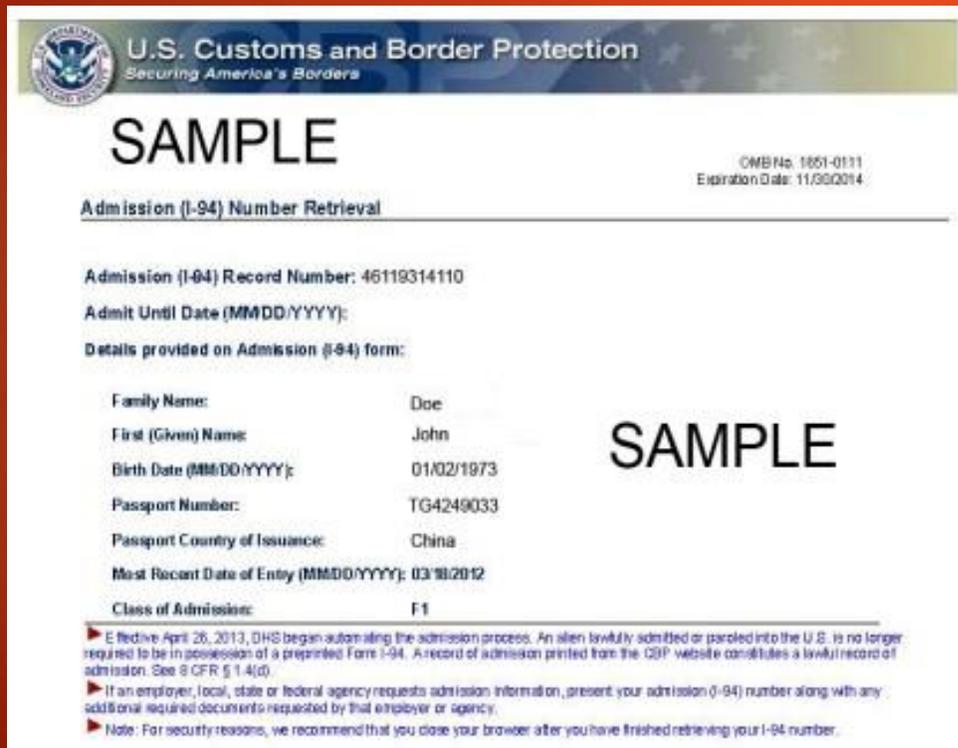
MM/DD/YYYY

[Back](#) [Next](#)

About You

- Use your I-94 to fill out your immigration information in this section

To view and print your I-94 go to:
<https://i94.cbp.dhs.gov>



U.S. Customs and Border Protection
Securing America's Borders

SAMPLE

CMB No: 1851-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 46119314110
Admit Until Date (MMDD/YYYY):
Details provided on Admission (I-94) form:

Family Name:	Doe
First (Given) Name:	John
Birth Date (MMDD/YYYY):	01/02/1973
Passport Number:	TG4249033
Passport Country of Issuance:	China
Most Recent Date of Entry (MMDD/YYYY):	03/01/2012
Class of Admission:	F1

SAMPLE

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).
► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.
► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

 ← If you hold passports from more than one country, click *add country*.

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival

Find this information in the **"Travel History"** section of the i-94 website:
<https://i94.cbp.dhs.gov/i94/#/history-search>

Your status at last arrival should be **"F-1 student"** unless you've completed a Form I-539 Change of Status with USCIS since your last entry.

About You

What is the passport number of your most recently issued passport?

87654321

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

09/23/2027

What country issued your passport or travel document?

Norway

What is your current immigration status or category?

F1 - Student, Academic Or Language Program.

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N- 0012345678

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About You

Getting Started 

About You 

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence 

Additional Information 

Review and Submit 

What is your A-Number?

I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

This is the USCIS number on the front of your EAD card

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

What is your Social Security number (if known)?

098-78-6543

Do you want the SSA to issue you a Social Security card?

Yes

No

Evidence Section

Prepare to upload your saved documents. Pay attention to type, size and naming requirements listed under “File Requirement”.

Save each evidence document file with a standard file name. Ex: “PhotoLastname”, “Form I-94Lastname”

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence**
- Additional Information
- Review and Submit

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence**
- Additional Information
- Review and Submit

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Evidence Section

Save each Evidence document file with a standard file name. Ex: "EADLastname", "STEMOPTI-20Lastname"

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

Do not upload this document before submitting your draft I-765 to your immigration advisor.

You must upload an I-20 with a STEM Extension Request provided by your immigration advisor.

Failure to upload a new I-20 will result in a denial of your STEM Extension application.

Evidence Section

Save each Evidence document file with a standard file name. Ex: “DiplomaLastname”, “TranscriptLastname”

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▲

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Form I-20
- College degree**
- Institution accreditation

Additional Information ▾

Review and Submit ▾

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back Next

College Degree

- Upload a copy of your diploma or official transcript showing degree completion. Your degree program must be listed on the [STEM Designated Degree Program List](#).

Evidence Section

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▲

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Form I-20
- College degree
- Institution accreditation**

Additional Information ▾

Review and Submit ▾

Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

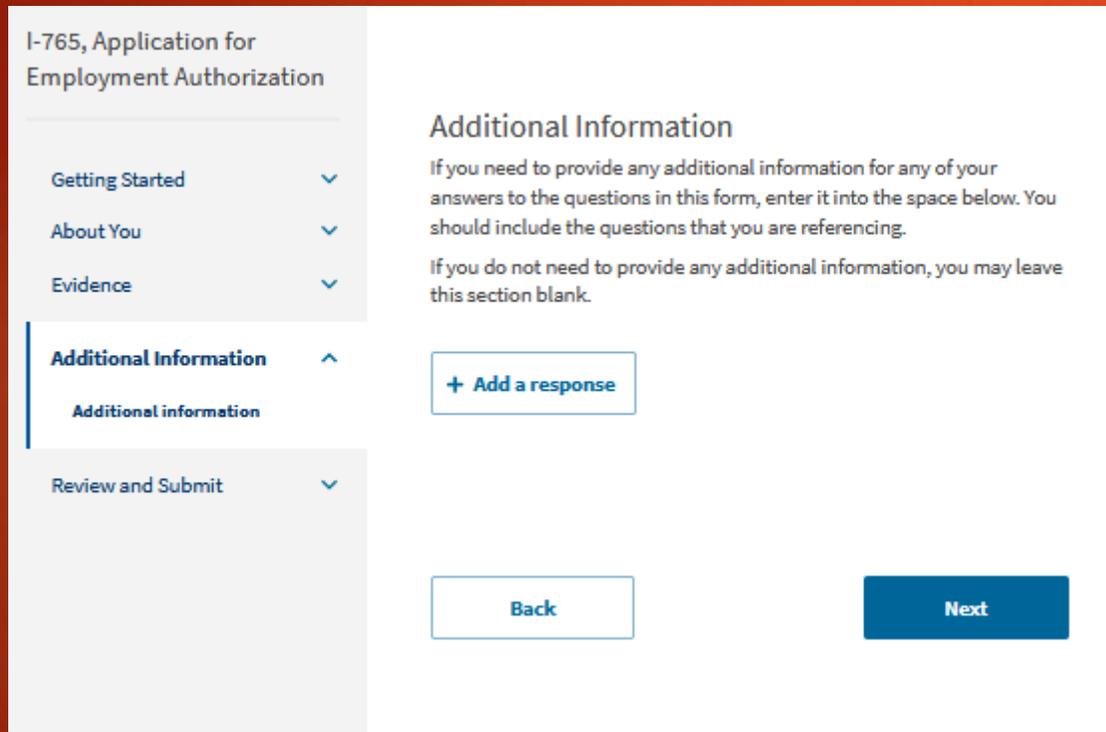
[Choose](#) or drop files here to upload

[Back](#) [Next](#)

Institution Accreditation

- **IMPORTANT:** Do not complete this section unless you are applying for your STEM OPT Extension based on a previously earned STEM degree from an institution other than SIUE. If this is the case, contact your immigration advisor for further guidance.

Additional Information



I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information**
- Review and Submit

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

[+ Add a response](#)

[Back](#) [Next](#)

Typically, there is no additional information needed in this section.

Review and Submit Section

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

Review your application

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

i Your form filing fee is: \$470

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Review Your Application

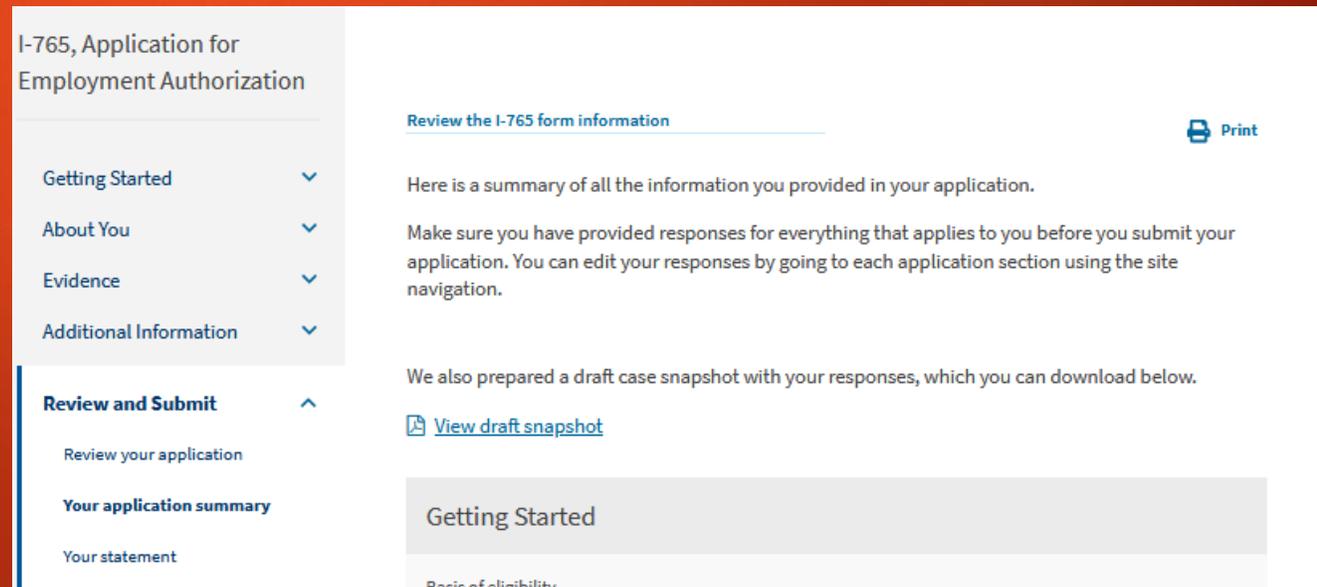
Correct any errors before moving on to the application summary.

Review and Submit Section

Application Summary

IMPORTANT: DO NOT SUBMIT YOUR APPLICATION YET!!!

- Review your application summary for accuracy and make any necessary corrections.
- Next click “View Draft Snapshot” download and save the document as a .pdf file as “Form I-765lastname”.
- Your immigration advisor will review the document and issue your new OPT STEM I-20 BEFORE you may submit your application.



The screenshot shows the 'I-765, Application for Employment Authorization' interface. On the left is a navigation menu with sections: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit' (which is expanded to show 'Review your application', 'Your application summary', and 'Your statement'). The main content area is titled 'Review the I-765 form information' and includes a 'Print' button. The text explains that the page is a summary of the application information and provides instructions on how to edit responses. It also mentions a 'draft case snapshot' that can be downloaded via a 'View draft snapshot' link. Below this, a 'Getting Started' section is partially visible, with 'Basis of eligibility' listed as a sub-section.

Request your STEM Extension I-20

- ▶ Complete STEM OPT Extension Application and upload the following:
 - ▶ Diploma or transcript showing degree completion
 - ▶ Form I-983 for each employer you will be working for while on your STEM Extension
 - ▶ Draft PDF of online I-765

What to Expect Next

- After your Immigration Advisor reviews and recommends your OPT STEM Extension in SEVIS, you will receive an OPT STEM Extension I-20 via SIUE email.
- Processing time for a STEM OPT I-20 after you have submitted your Draft Summary to ISSS is 2-3 business days.
- After you have received your STEM OPT I-20, review it for accuracy, print and sign it, then save it as “STEMOPTI-20Lastname”. Return to your online application and upload it in the “Evidence>Form I-20 section”.
- Go to “Review and Submit”
- Select the statement box and select “Next” to submit your STEM OPT Application.

The screenshot shows the 'I-765, Application for Employment Authorization' interface. On the left is a navigation menu with sections: 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit', 'Review your application', 'Your application summary', and 'Your statement'. The 'Review and Submit' section is expanded, and 'Your statement' is selected. The main content area is titled 'Applicant's statement' and contains the text: 'You must read and agree to the statement below.' Below this is a checkbox with the text: 'I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.' At the bottom of the main content area are two buttons: 'Back' and 'Next'.