



International Student and Scholar Services
Center for International Engagement
TRINITY UNIVERSITY

STEM OPT Extension Application I-765 Online Filing Instruction

The USCIS implemented a new system to allow F-1 students to file I-765 (OPT/STEM OPT Application Form) online via the USCIS portal. This instruction aims to provide detailed instruction for students who intend to file STEM OPT Extension using the USCIS online filing system.

Before considering applying for the STEM OPT Extension, students **MUST**:

1. Review this STEM Majors list to find out if your major is considered STEM, and if you therefore qualify for the STEM OPT benefit as an F1 student:
<https://www.ice.gov/sites/default/files/documents/stem-list.pdf>
2. Confirm with your employer their [E-Verify](#) status. The employer must be E-Verified to be able to sponsor your STEM OPT Application.

Note:

If the OPT STEM Extension is based on a prior degree not listed on your current 12-Month OPT I-20- include a copy of your I-20 from the previous school. If the I-20 is not available, request a screenshot of your SEVIS record from the previous school, or a letter from your previous International Office.

STEM OPT Extension Document Checklist

You will need to have the following documents/copies of documents to file a complete OPT Application. Please have all documents scanned in high resolution (words must be readable). Photos are only acceptable in JPG, JPEG, or PNG. Documents are only acceptable in JPG,



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JPEG, PDF, TIF, or TIFF. No foreign language documents. Maximum size for uploading is 6 MB per file.

- ✓ A completed form I-983 <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>
Refer to this instruction when completing the form:
<https://studyinthestates.dhs.gov/form-i-983-overview>
 - ✓ Notice: leave the last page of the I-983 blank. The two sections on the last page are for the annual self evaluation that a student needs to complete at the end of the first and second year of their STEM OPT period.
 - ✓ **Send the form to iss@trinity.edu. Use the title “I-983 for OPT STEM Extension”.**
- ✓ Two passport style photos in JPG, JPEG, or PNG.
- ✓ Credit/debit card that can pay the \$410 application fee online.
- ✓ ~~Letter of graduation (contact [Eve Christofferson](#) at the Registrar’s office)~~
- ✓ SSN
- ✓ I-94 and travel history (can be obtained from this website)
<https://i94.cbp.dhs.gov/i94/#/home>
- ✓ OPT STEM I-20 issued no earlier than 30 days before you submit the online I-765 STEM OPT application. The I-20 must be signed and dated by the DSO (e-signature or physical signature are both accepted) and signed and dated by the student in **blue ink** physically.
- ✓ Copy of your previous Trinity University I-20s showing the initial 12-month OPT.
- ✓ Copy (front and back) of current OPT EAD. If you still have the Approval Notice (Form I-797), include a copy (front), as well.
- ✓ (Optional) STEM I-20 and EAD card if you have previously had another OPT STEM Extension at another degree level
- ✓ Proof of STEM Degree: Final Transcript (Preferred) or letter from Registrar’s Office showing degree(s) earned and major (s); **and** a copy of your diploma.
- ✓ Copy of the passport biographic page
- ✓ Copy of the F-1 visa

I-765 Online Application Filing Instruction

- I. Student must create an account on <https://myaccount.uscis.gov>. Click on “File a form online” once the account is created. Select Form I-765 near the bottom of the form list. I-765 is the application form for both OPT and OPT STEM Extension.



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Account Sign In

- Enter your email address & password
- System will send you one-time PIN
- Every time you login, you need to repeat this process

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Account Onboarding

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Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

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II. Start filling out the I-765.

Note: the online version of the I-765 has all the required information as the PDF version of the form. The form will automatically present the field you need to fill out based on your answers and selections. Draft forms are saved for 30 days from the last time the form is filled out/updated.

- Student should find information on the documents in the OPT Document Checklist when filling out the I-765.



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- b) Mailing address. Student can put down the address of the ISSS Office if they wish ISSS to receive the STEM OPT Extension approval documents for them. The address of ISSS is 1 Trinity Pl. International Student and Scholar Services, San Antonio, TX, 78212
- c) Physical address. Student should put the current physical address of their residence on the physical address line, no matter what mailing address they put down.
- d) If student does not have a Social Security Number (SSN), they should request on the form I-765 to obtain an SSN.
- e) Upload copies of your documents as evidence required. You should find the documents on the Checklist to upload
- f) For STEM OPT Extension applicants, use the category (c) (3) (C)
- g) Format requirements: The only allowed characters on the form are English letters, numbers, spaces, periods, hyphens, underscores, and parentheses. Do not use special characters such as {}, @, &, and *.

Filling Out the Form—Your Immigration Information

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry, & status → Can be found on I-94 Travel History
- Current passport/travel document number, expiry date, issuing country
- Current immigration status F-1
- SEVIS number → On the top left corner of your I-20
- A-Number Leave blank
- USCIS Online Account Number

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Filling Out the Form—Your Immigration Information



- Do you want the Social Security Administration to issue you a Social Security card?
 - If yes, you need to give us authorization to submit your request to SSA
 - Enter your father's first and last name, and your mother's first and last name

Evidence Specific to Student Category

24-month STEM OPT (c)(3)(C)

- Evidence of degree that is basis for STEM OPT and is listed on STEM Designated Degree Program List
- Form I-20, endorsed by DSO within 60 days before filing Form I-765
- If you seek STEM OPT extension based on previously earned STEM degree, provide evidence that your school is currently accredited by U.S. Department of Education and certified by SEVP



- III. Review and Submit the I-765.
 - a. You cannot make corrections once you submit payment. Payment will not be returned once submitted.
 - b. Sign the form – electronic signature is acceptable.

Your fee

1 Your form filing fee is: \$410

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.

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

Alerts and warnings

✓ We found no alerts or warnings in your application

Filling Out the Form—Paying the Fee

- After you agree to Applicant's statement, you will be taken to pay.gov.
- [Pay.gov](https://pay.gov) is a secure government portal.
- Pay by ACH withdrawal, or debit or credit card.

USCIS I-765

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH)

I want to pay with a debit or credit card

Cancel Continue

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IV. Tracking your STEM OPT Extension case status

- You will receive a confirmation once your form was submitted.
- Click "Go to my cases" to see your case card and receipt notice.
- You can use the instantly generated receipt number on the receipt notice to track your STEM OPT Extension case.
- You will also receive a receipt notice in the mail.
- Unsolicited evidence. If student make an error/typo on the I-765 form, use this option to upload corrections.



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Tracking Your Case

All notices are posted to your account

- Receipt notice
- Biometrics appointment notice
- Request for Evidence (RFE)
- PDF of your completed form
- Decision letter

* Notices are also mailed to the address on file

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- V. If student have filed a paper version of STEM OPT Extension application, he/she can link the paper file case to his/her account. Student will be able to receive case alerts, send security messages, track case status, and submit case status inquiry if the case past the 90-day processing time.

Adding Your

dhacoreconnectsolutions.com is now full screen (Press **Esc** to exit full screen mode)

Welcome to Your USCIS Account

Select what you want to do

Add a paper-filed case

View your case status and case history by adding your case to your account

File a form online

Start a new form, upload evidence, and pay and submit online

Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative

Verify your identity

Answer questions about your immigration history to verify your personal identity

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Receiving the OPT Receipt and Approval Documents

- I. EAD and Approval Notice comes in about 90 days from the day of mailing of the STEM OPT Extension application package.
- II. Mail Center will notify ISSS once they receive the EAD.



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- III. ISSS will notify student to pick up the STEM OPT Approval Notice and EAD card via email.



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