USCIS Online I-765 Application: STEM OPT Extension

University of Wisconsin - Madison
International Student Services
WARNING!

Get the STEM OPT I-20 Through Terra Dotta Before You Start Your I-765 Online Form

Do NOT submit your I-765 without your STEM OPT I-20 from ISS.
CREATING YOUR ACCOUNT (1)

If you haven’t filed an online I-765 before, you need to create a USCIS account.

Create an account: How to Create a USCIS Online Account | USCIS
Once you have created your account, go to https://www.uscis.gov/i-765. Click on Sign In. Enter your verification code (sent to the method you choose when creating account) to authenticate your login.
OPT ONLINE APPLICATION

Click on “myUSCIS”, then click on “File a form online” on the next page.

Welcome to your USCIS Account
Select what you want to do

Edit My Account Profile
Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service

myUSCIS
Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST
Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify
Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at USCIS.gov
Choose “I-765, Application for Employment Authorization” from the drop-down menu. Click “Start Form” at the bottom of the page.
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

You may apply online if your eligibility category is:

- [a](12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- [c](3)[A] - F-1 student, pre-completion OPT;
- [c](3)[B] - F-1 student, post-completion OPT;
- [c](3)[C] - F-1 student, 24-month extension for STEM students (student holding a degree in science, technology, engineering, or mathematics);
- [c](19) - Temporary Protected Status (You have a pending Form I-821); or
- [c](33) - Consideration of Deferred Action for Childhood Arrivals (DACA).

All other applicants must submit a paper Form I-765.

Please review the specific filing instructions if you are filing Form I-765 under one of the following eligibility categories:

- F1 Students Seeking Optional Practical Training (OPT)
- Temporary Protected Status (TPS)
- Consideration of Deferred Action for Childhood Arrivals
This is an overview of your OPT process. Please read these pages carefully.
After you have read all the instructions, click next
OPT PROCESS OVERVIEW (4)

Completing Your Form Online
- Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

Complete the Getting Started section first
- You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

Provide as many responses as you can
- You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

We will automatically save your responses
- We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

How to continue filling out your form
- After you start your form, you can sign in to your account to continue where you left off.

DHS Privacy Notice
- AUTHORIZED: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. sections 1224a, 8 CFR 274a.12, and 8 CFR 274a.13.

- PURPOSE: The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to determine whether you are eligible for the benefits you are seeking.

- DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

- ROUTINE USES: DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of record notices (DHS/USCIS/ICB-001 Alien File, Index, and National Filing System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-008 Asylum Information and Pre-Screening System of Records; DHS/USCIS-011 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-ES9 Immigration Biometric and Background Check (IRBC) System of Records), and the published privacy impact assessments (DHS/USCIS/IA-006 Computer Linked Application Information Management System (CLAIMS) II) and Associated Systems, and DHS/USCIS/IA-007 USCIS Asylum Division; DHS/USCIS/IA-008 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/IA-009 Refugee Case Processing and Security Voting), which can be found at www.dhs.gov/privacy. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

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 to take 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-765 is estimated to take 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
  5100 Capital Gateway Drive, Mail Stop #2140
  Camp Springs, MD 20748-0009
  Dockets No. 1611-2040
  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.

Read through the instructions. Click Start.
GETTING STARTED: Basis of Eligibility

Select “(c)(3)(C) STEM Extension” from the drop-down menu. Click Next.
GETTING STARTED: Basis of Eligibility

Provide your degree level and the name of your major. For example: Bachelors in Engineering.

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?

Your employer can provide you with the correct E-Verify company identification number. Please note this is NOT the same as your employer’s Employer Identification Number (EIN).
GETTING STARTED: Reason for Applying

Choose according to the instructions below:

- Select “Initial permission to accept employment” for the STEM OPT extension.
- Select YES.
- Click next
GETTING STARTED: Preparer and Interpreter Information

If you have a legal representative, such as a lawyer assisting you with this application, answer “Yes”. If you answer “Yes,” complete the following sections.

If you have an interpreter assisting you with this application, their information will be required after the preparer’s information section.
GETTING STARTED: Preparer and Interpreter Information

If you do not have anyone assisting you with this application, answer No.

Although ISS is assisting you with your application, this is a personal application to USCIS and UW-Madison applicants should select NO. Then, click Next.

Is someone assisting you with completing this application?

- Yes
- No

Next
Provide your full legal name as it is listed in your passport & Form I-20. If you do not have a middle name, leave it blank.

If you only have one name, enter your name like it is listed on your Form I-20.

If you have never used a different name on your passport please, click No.
Provide an email address that you will check regularly after graduation. Click Next when ready.
ABOUT YOU: Your Contact Information (2)

If you are using your own address, leave this blank. If someone will receive your mail for you, write their name here.

This is the address where USCIS will mail your EAD card. USCIS requests 90+/- days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 6 months. If you move while your application is pending, you must complete the AR-11, Alien’s Change of Address Card online AND update ISS within 10 days of your change of address.
Check “Yes” if the address above is your current address; check “No” if it is not your current address. If you selected “No,” enter your physical address. Click Next.
myUSCIS will ask you to verify the address. The Recommended Address is formatted for USPS mailing. If the recommended address looks correct, select the Recommended Address to avoid delays.

**Please note that this address is an example only. DO NOT use the Red Gym as your mailing address on the I-765.**
ABOUT YOU: Describe Yourself

Provide accurate information in the next two sections. We recommend you match the information on your passport as best as you can. Click Next when ready.
ABOUT YOU: Your Immigration Information (1)

Download your most recent I-94 from the U.S. Customs and Border Protection Website

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

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.

Select your country of citizenship from the drop down menu

The I-94 record should be from your most recent entry into the U.S.

Enter the arrival city or airport name
STOP

WARNING!
If the I-94 does not show your correct entry information, you must correct your I-94 with Customs & Border Protection.

Please review the ISS website on how to correct your I-94.

DO NOT submit your application until your I-94 is correct.
F-1 students generally do not have travel documents. You have a passport and visa for travel. Leave this blank.
ABOUT YOU: Your Immigration Information (3)

You must be in F-1 Student status and on Post-OPT to be eligible for the STEM OPT Extension. If you are currently in the US in a status other than F-1, you are not eligible for OPT.

Your SEVIS ID can be found on the top left corner of your I-20.
OTHER INFORMATION

An A# is typically issued to people who are granted certain immigration benefits. If you don’t have one or don’t remember it, check the box.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

If this is not your first online application, your USCIS Account Number should auto-populate. Make sure the number matches the number listed on your Post-OPT receipt notices.

Select “Yes” and enter your SSN.

If you have an SSN, you should check the NO box. This is NOT the same as requesting a replacement SSN card.
EVIDENCE:
2x2 Photo of You

Upload your passport photo as required. Please review the Department of State website for passport photo basics - https://travel.state.gov/content/travel/en/passports/how-apply/photos.html

If you are having issues uploading your photo, try a different Internet browser.

Click Next when ready.
Upload your most recent I-94.

**REMINDER:** Do not upload your I-94 if it is incorrect. You should correct your I-94 before you submit your application.

Click Next when ready.
EVIDENCE: Employment Authorization Document or Government ID

Upload copies of the following documents to this section:

- Post-Completion OPT EAD
- Passport
- F-1 Visa

Please note that the entry stamp is NOT a visa.

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.
- 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
Upload the STEM OPT I-20 you recently received from ISS. Upload all three pages.

The STEM OPT I-20 must be **physically** signed by you. The advisor’s signatures may be digital.

If the student digitally signs the I-20, their application may be rejected or denied.

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
Upload both of the following documents to this section:

- Copy of your diploma
- Copy of your transcript

The proof of your degree must include the degree name & date awarded. You can request an official transcript here: Office of Registrar

*If you do not have proof of degree completion, please contact your ISS Advisor
EVIDENCE: Institution Accreditation

Only required if applying for STEM Extension based on a prior degree

If you are applying for the STEM Extension based on a previously earned STEM degree, you must provide evidence that the degree is currently accredited by the U.S. Department of Education and certified by SEVP.

If the previously earned degree is from the University of Wisconsin- Madison, you can find the statement of accreditation status on the Institution Accreditation page. If the previously earned degree is from a different university, please contact your previous university directly.
This section gives you the opportunity to provide additional information for earlier sections such as CPT, OPT or unique situations like previously having a different SEVIS ID number.

Please review the next sections for examples.
Write your CPT, OPT, SEVIS IDs and other additional information in separate sections and use these suggested formats.

Examples:

CPT, start date-end date, full-time/part-time, degree level

OPT, start date-end date, degree level

Full-Time: More than 20 hours per week
Part-Time: 20 hours or less per week
ADDITIONAL INFORMATION (3)

Examples:

Previous SEVIS ID, ID Number, degree level

Visa stamp in old passport, passport number

Current passport, passport number

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.

Section
Evidence

Page
Form I-20

Question
I-20, Certificate of Eligibility for Nonimmigrant Stud…

Additional Information
Previous SEVIS ID, N00000000, Bachelor's

43/500

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.

Section
Evidence

Page
Employment Authorization Document

Question
Employment Authorization Document or Governme…

Additional Information
Visa stamp in old passport, PASSPORT NUMBER

Current passport, PASSPORT NUMBER

76/500
REVIEW AND SUBMIT: Review Your Application

Check your application and fix all alerts and warnings.

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can 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

- 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

- We found no alerts or warnings in your application.

Save a PDF of your application by clicking here.

Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

View draft snapshot

Getting Started

Basis of eligibility

What is your eligibility category?

(c)(3)(B) Student Post-Completion OPT
Your Statement

Check the box here then click next.

Applicant's statement
You must read and agree to the statement below.

☐ 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.
Read through the “Applicant's Declaration and Certification.” Confirm the statement by typing your full legal name here.
Pay and Submit

The current USCIS application fee is listed on the [USCIS Website](https://www.uscis.gov).

You will be taken to [Pay.gov](https://www.pay.gov) to pay the application fee by credit card or through your U.S. bank account.

The USCIS fee is non-refundable.
Choose your payment method and put in the payment information.

Once you have completed the Pay.gov sections, you will see a confirmation screen and receive an email from Pay.gov with your payment confirmation.

Make sure to securely store this confirmation notice for your future record.

Once the payment is submitted, your application is officially filed.
You have successfully submitted your STEM OPT application to USCIS! What happens next?
After submitting your application

You will receive a case receipt number in your USCIS account shortly after submitting your application to USCIS. You will also receive a physical receipt notice in the mail within 60 days of submission.

Make sure your mailing address is correct. If your address is not correct, contact your ISS Advisor immediately.

Receipt Number

Notice Type: Receipt Notice

Amount received: $410.00 U.S.

Class requested: C03B
Check your mailing address!

Make sure your mailing address is correct on your receipt notice. If your address is incorrect, USCIS will have trouble mailing you your receipts and EAD. The sooner you notice an error, the better chance that the issue can be resolved.

If your address is not correct, contact your ISS Advisor immediately and they will assist you with getting it corrected.
After submitting your application

- You can log into your USCIS account to track the status of your case.

- If you receive a Request for Additional Evidence (RFE) USCIS, contact ISS immediately.

- You may continue working for 180 days after your Post-OPT ends as long as your STEM OPT application is pending.
You should receive 3 pieces of mail from USCIS:

- I-797 Notice of Receipt
- I-797 Notice of Approval
- Official EAD card
Employment Authorization Document (EAD)

• Look over your EAD carefully and make sure your information and dates are accurate. You should have two years (24 months) of work authorization.

• If your card has an error or you never received your card, contact ISS immediately.
Report the following items to ISS within 10 days of the change:

- Change in U.S. or Foreign (home) address
- Change in legal name
- Change in employment
  - Final Evaluation on I-983 required if leaving an employer
  - New I-983 required if adding an employer
- Material change or deviation to the Form I-983 Training Plan

**The Final Evaluation is located on page 5 of the I-983**
# Reporting Requirements for STEM OPT (2)

## 6-month Reports

You must report to ISS every 6 months, starting from the EAD card start date of your STEM OPT extension. **We recommend that you set calendar reminders as soon as you receive your EAD card.** You must report to ISS every 6 months even if your U.S. address and employment has not changed.

<table>
<thead>
<tr>
<th>Reporting Category</th>
<th>Reporting Time Frame</th>
<th>Required Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-month validation</td>
<td>Within 10 days of 6–month validation date</td>
<td>Evaluation on Student Progress signed by student and employer (Top portion of page 5 of the I-983 Training Plan)</td>
</tr>
<tr>
<td>12-month self-evaluation</td>
<td>Within 10 days of 12–month anniversary of approved start date on STEM Extension EAD card</td>
<td></td>
</tr>
<tr>
<td>18-month validation</td>
<td>Within 10 days of 18–month validation date</td>
<td></td>
</tr>
<tr>
<td>24-month Final evaluation</td>
<td>Within 10 days of end of training experience with a company OR at EAD card expiration, whichever is first</td>
<td>Final Evaluation on Student Progress signed by student and employer (Bottom portion of page 5 of the I-983 Training Plan)</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

• My F-1 visa is in an expired passport, should I use that passport or my current passport?
  • You should upload copies of both your passports, but have them clearly labeled (“Expired Passport with Visa” and “Current and Valid Passport”). In the Additional Information section, provide the passport numbers for each document (“Visa stamp in old passport, passport number” and “Current and Valid Passport, passport number”).

• Can I take my own passport photos?
  • We do not recommend taking your own passport photos. You should get your passport photo taken at a local business to ensure that the photos meet all the requirements.

• Do I need to upload both my passport and my visa?
  • We recommend that you upload both your passport and visa under the Employment Authorization Document or Government ID section.

• I am a dual citizen and have two passports, should I upload both?
  • You should only upload the passport that matches your citizenship on your Form I-20.
Frequently Asked Questions

• Do I have to complete the Additional Information section?
  • You should complete this section if you have additional information to provide, such as previous CPT or OPT authorizations at the same degree level, previous SEVIS numbers, old passport numbers, etc. For example, if you had CPT authorization at the same degree level, you should include the CPT information in the following format - CPT, start date-end date, full-time/part-time, degree level.

• Do I need a new I-20 to apply for the STEM OPT extension?
  • YES! You must request a STEM OPT I-20 from ISS before you submit your application to USCIS. If you submit your request without your STEM OPT I-20, your case may be rejected or denied.

• Can I submit my online I-765 application before I receive my STEM OPT I-20? Can I add my STEM OPT I-20 after I submit the I-765 application?
  • NO! DO NOT submit your I-765 application without your STEM OPT I-20. Submitting your application without your STEM OPT I-20 may result in your application being rejected or denied.

• My visa is expired, is it ok to upload an expired visa to my application?
  • You do not need a valid visa to apply for STEM OPT. You should upload a copy of your visa even if it is expired.
Frequently Asked Questions

• How do I know if I have an Alien Number or USCIS Number?
  • An Alien Number is typically issued to people who are granted certain immigration benefits. If you don’t have one or don’t remember it, check the box. If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

• Should I also mail my application to USCIS after submitting it online?
  • NO! Submitting two applications will cause confusion and potentially harm your application. You must choose one mode of filing, mail or online.

• Does filing online speed up the processing time?
  • Filing online does not speed up your processing time. It does however, get your application into the waiting queue slightly faster. All applications are processed in the order they were received.

• Can F-1 students work at UW-Madison on STEM OPT extension?
  • As of January 1, 2018, F-1 students employed on OPT at UW-Madison will not be eligible to apply for the STEM extension at UW-Madison because of the University’s E-verify agreement with the federal government. Similarly, F-1 students on OPT with other employers will not be eligible to apply for the STEM extension to work at UW-Madison.
Frequently Asked Questions

• My I-94 does not show my most recent entry into the United States. How do I fix it? Should I fix it before applying for OPT?

• I got an error when I tried uploading my photo to my application. How can I fix it?
  • If you are having trouble, we recommend trying different browsers and clearing your cache and cookies. It is also important to make sure your photo is meeting all the requirements. The Department of State has several resources that clarify photo requirements.
    • https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html
    • https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-composition-template.html
    • https://tsg.phototool.state.gov/photo
Frequently Asked Questions

• Where do I find my receipt notice?
  • You will receive your receipt notice with your case number in your USCIS Online Account shortly after you submit your application. You will also receive a physical copy of your receipt notice in the mail a few weeks after your submission. Once your case is approved, you will receive an approval notice through your USCIS Online Account and also in the mail.
STEM OPT Resources

- **STEM OPT Overview** - [https://iss.wisc.edu/employment/f1-employment/f-1-opt-stem-extension/](https://iss.wisc.edu/employment/f1-employment/f-1-opt-stem-extension/)
- **STEM OPT Reporting Requirements** - [https://studyinthestates.dhs.gov/stem-opt-hub/students-stem-opt-reporting-requirements](https://studyinthestates.dhs.gov/stem-opt-hub/students-stem-opt-reporting-requirements)  
  [https://studyinthestates.dhs.gov/assets/sevpstemoptreportingrequirementsfinal.pdf](https://studyinthestates.dhs.gov/assets/sevpstemoptreportingrequirementsfinal.pdf)
- **STEM OPT HUB** - [https://studyinthestates.dhs.gov/stem-opt-hub](https://studyinthestates.dhs.gov/stem-opt-hub)