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.
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

One account for all of your USCIS needs. Create an account.

Legal
- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use
Once you have created your account, go to [https://www.uscis.gov/i-765](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.
Click on “myUSCIS”, then click on “File a form online” on the next page.
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.
This is an overview of your OPT process. Please read these pages carefully.

**Fee**

We will automatically calculate the cost for you before you submit your request. For specific information about fees applicable to this form, see Form G-1055. There is an additional fee for Premium Processing Service.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both Form I-912, Request for Fee Waiver and Form I-765, Application for Employment Authorization. You can review the fee waiver guidance at www.uscis.gov/fee waiver.

**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.

Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

**Documents you may need**

Most applicants must upload:

- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator’s certification that he or she is competent to translate from the foreign language into English.
OPT PROCESS OVERVIEW(3)

Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. 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. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of the declared information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.

Please note:
OPT and STEM OPT applications will not require biometrics.

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 have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will issue an EAD to you or we may require you to visit your local USCIS office to pick it up. If we cannot approve your application, you will receive a written notice explaining the basis of your denial.

After you have read all the instructions, click next.
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.

Make sure you list your employer’s name as it is listed in the E-Verify system.

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: Basis of Eligibility

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

- Yes
- No

NOTE: Always check the USCIS website to confirm current filing fee costs.

Premium Processing is not required when applying for the STEM OPT Extension. Please consider current USCIS processing times before paying for Premium Processing.

If you select “Yes,” you will be directed to complete the Form I-907 after signing the form I-765.

If you select “No,” click on Next.
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
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.
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.
ABOUT YOU: Your Name

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 check regularly.
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 update your change of address through your USCIS online account AND update ISS within 10 days of your change of address.
ABOUT YOU: Your Contact Information (3)

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 or the Pyle Center 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

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

Select your country of citizenship from the drop down menu

Enter the arrival city or airport name
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.

Provide your passport information in this section. Double-check for accuracy.
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 or the STEM OPT Extension.

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

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.
EVIDENCE: Form I-94 or Passport

Upload a copy of your most recent Form I-94 to this section.

REMINDER!
Do not upload an incorrect I-94.
You should correct your I-94 before you submit your application.

Form I-94, Arrival And Departure Record Or Passport
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.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

Learn more about Primary and Secondary evidences.
In this section, upload:

1) Copy of your current Post-OPT EAD;
2) A copy of your passport identification page(s); and
3) A copy of the F-1 visa. It is ok if the visa is expired.

Please note that the entry stamp is NOT a visa. Please review the immigration document review on the ISS website if you are unfamiliar with the names of various documents.
EVIDENCE: Form I-20

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
EVIDENCE: College Degree

In this section, upload:

1) **Copy of your official transcript** (Required)
   - The transcript must show your STEM degree conferral date.

1) **Copy of your diploma** (Optional)

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.

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload
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.
ADDITIONAL INFORMATION (2)

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
REVIEW AND SUBMIT: Review Your Application

Check your application and fix all alerts and warnings.

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

Your 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 fee for a government service.

Alerts and warnings

We found no alerts or warnings in your application.

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

Save a PDF of your application by clicking here.
Your Statement

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.

Check the box here then click next.
Your Signature

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

Please visit the USCIS website for the most up to date filing fee costs.

You will be taken to Pay.gov to pay the application fee by credit card or through your U.S. bank account.

The USCIS fee is non-refundable.

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is $470.

Refund policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee, and all related financial transactions are final and non-refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:
1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your application will be submitted.
Payment for USCIS I-765

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.
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.
Reporting Requirements for STEM OPT (1)

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

STEM OPT Extension Reporting Requirements

**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</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Top portion of page 5 of the I-983 Training Plan)</em></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>Final Evaluation on Student Progress signed by student and employer</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Bottom portion of page 5 of the I-983 Training Plan)</em></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></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?
  • You should correct your I-94 before you submit your OPT application. Please follow the ISS instructions on how to fix your I-94 -

• 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
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://studyinthesates.dhs.gov/stem-opt-hub/students-stem-opt-reporting-requirements](https://studyinthesates.dhs.gov/stem-opt-hub/students-stem-opt-reporting-requirements) [https://studyinthesates.dhs.gov/assets/sevpstemoptreportingrequirementsfinal.pdf](https://studyinthesates.dhs.gov/assets/sevpstemoptreportingrequirementsfinal.pdf)
- STEM OPT HUB- [https://studyinthesates.dhs.gov/stem-opt-hub](https://studyinthesates.dhs.gov/stem-opt-hub)