USCIS Online I-765 Application: STEM OPT Extension

University of Wisconsin - Madison
International Student Services

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CREATING YOUR ACCOUNT (1)

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

Application website: **Application for Employment Authorization | USCIS (www.uscis.gov/i-765)**

Certain noncitizens 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 noncitizens whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply to U.S. Citizenship and Immigration Services (USCIS) for an EAD that shows such authorization.

File Online

Online Filing Benefits
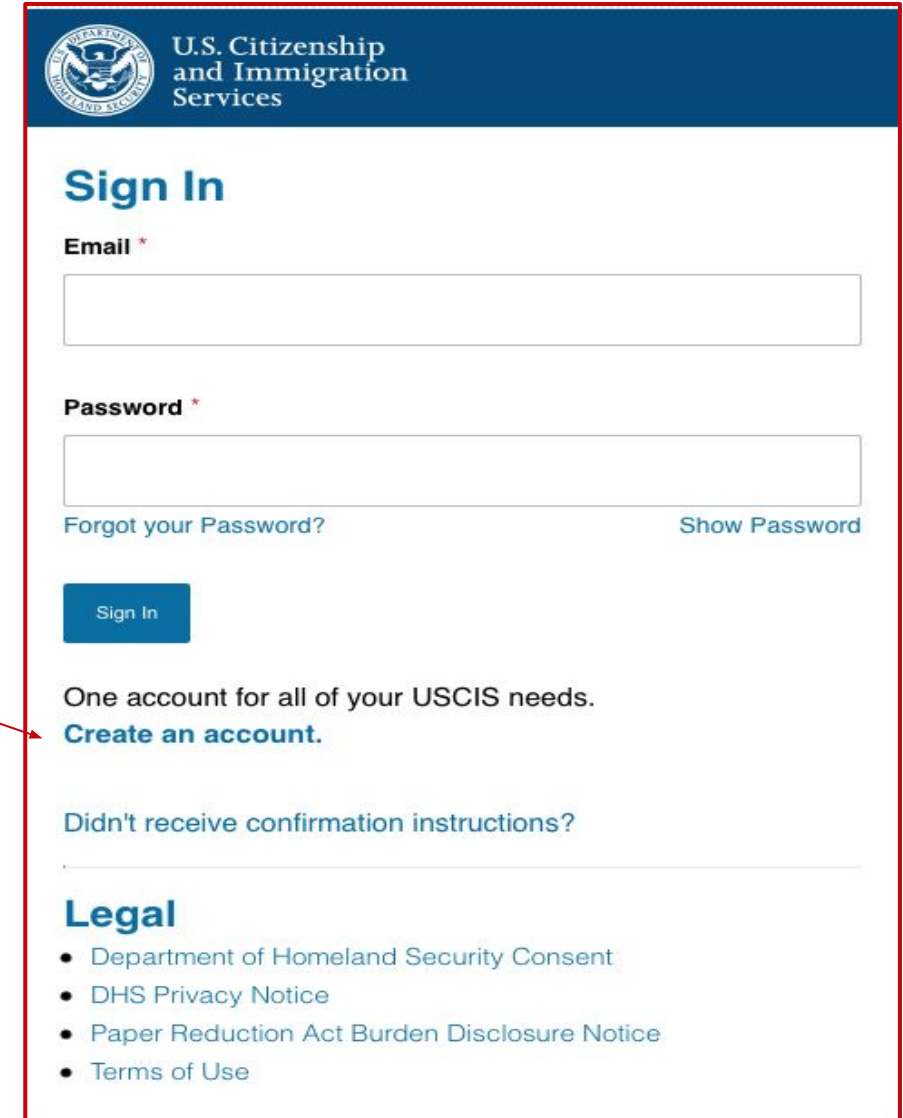
Case status alerts and secure messages

See all case correspondence

Check your case status and update personal information

Upload evidence

CREATING YOUR ACCOUNT (2)

Create an account : How to Create a USCIS Online Account | USCIS

REGISTER OR LOGIN

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.

ELIGIBILITY CATEGORY

Choose "I-765, Application for Employment Authorization" from the drop-down menu. Click "Start Form" at the bottom of the page.

File a Form

Select the form you want to file online. Once you start, 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.

I-539, Application To Extend/Change Nonimmigrant Status

I-589, Application for Asylum and for Withholding of Removal

I-765, Application for Employment Authorization

I-821, Application for Temporary Protected Status (TPS)

I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

OPT PROCESS OVERVIEW (1)

U.S. Citizenship and Immigration Services

My Account ▼   Resources ▼ | Sign Out

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 (students 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 the I-765 process. Please read these pages carefully.

OPT PROCESS OVERVIEW (2)

Fee

Fee: $410.

TPS applicants: You must pay the Form I-765 filing fee if you are requesting an EAD as an initial TPS applicant, unless you are younger than 14 or older than 65. If you are re-registering for TPS and requesting an EAD, you must pay the Form I-765 filing fee.

Note: Your total filing fee will be shown at the end of this form. The total will include the application fee for Form I-765, biometric services fee (if required), and the fee for any other form you are submitting with this application.

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 Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from www.cbp.gov/i94, passport, or other travel document.
- 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.

This is an overview of your OPT process. Please read these pages carefully.

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.

➡ 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 e EAD to you or we may require you to visit your local USCIS office to pick cannot approve your application, you will receive a written notice expl basis of your denial.

After you have read all the instructions, click next

Next

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

University of Wisconsin – Madison International Student Services

OPT PROCESS OVERVIEW (4)

Completing Your Form Online

📱 Filing 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

AUTHORITIES: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. section 1324a, 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 grant or deny the benefit 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 records notices [DHS/USCIS/ICE/CBP- 001 Alien File, Index, and National File Tracking System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-010 Asylum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records], and the published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated Systems; DHS/USCIS/PIA-027 USCIS Asylum Division; DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting], 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 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

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.

(c)(3)(C) STEM Extension

What is your degree?

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

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?

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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) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is $1,500.

If you request premium processing, you will be asked to complete 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

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○ Yes

○ No

ℹ Form I-765 and Form I-907 will be submitted together. After you sign Form I-765, the form will be locked. You will not be able to make any changes to the form once it is locked. You will immediately be directed to Form I-907 and will be able to pay for and submit both forms after you provide your signatures.

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

NOTE: The Premium Processing Fee will be increasing as of February 26, 2024. Always check the USCIS website to confirm current filing fee costs.

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

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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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.

Is someone assisting you with completing this application?

⊙ Yes
◯ No

Is a preparer assisting you with completing this application?

A preparer is anyone who completes or helps you complete all or part of your application using information and answers that you provide.

⊙ Yes
◯ No

Is an interpreter assisting you with completing this application?

An interpreter is anyone who translates or helps you translate all or part of your application using information and answers that you provide.

⊙ Yes
◯ No

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

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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.

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

○ Yes

○ No

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ABOUT YOU: Your Contact Information (1)

Provide an email address that you <u>check regularly.</u>

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

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.

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: 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.

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

○ Yes

○ No

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ABOUT YOU: Your Contact Information (4)

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.

Verify your address

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

○ **Original address:**

716 Langdon Street, 217 Red Gym
Madison, WI, 53706

● **Recommended address:**

716 LANGDON ST, 217 RED GYM
MADISON, WI, 53706-1400

Use selected address   **Edit original address**

Please note that this address is <u>an example only</u>. **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.

What is your gender?

○ Male

○ Female

What is your marital status?

○ Single

○ Married

○ Divorced

○ Widowed

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

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

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ABOUT YOU: Your Immigration Information (1)

Download your most recent I-94 from the
[U.S. Customs and Border Protection Website](#)

Most Recent I-94

Admission (I-94) Record Number : ▇▇▇▇▇▇
Most Recent Date of Entry: 2017 June 05
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : ▇▇▇
First (Given) Name : ▇▇▇
Birth Date : ▇▇▇▇▇
Passport Number : ▇▇▇▇
Country of Issuance : China

Get Travel History

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

+ Add country

Select your country of citizenship from the drop down menu

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

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

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

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Enter the arrival city or airport name

Status at last arrival

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.

ABOUT YOU: Your Immigration Information (2)

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

What is your travel document number (if any)?

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

MM/DD/YYYY
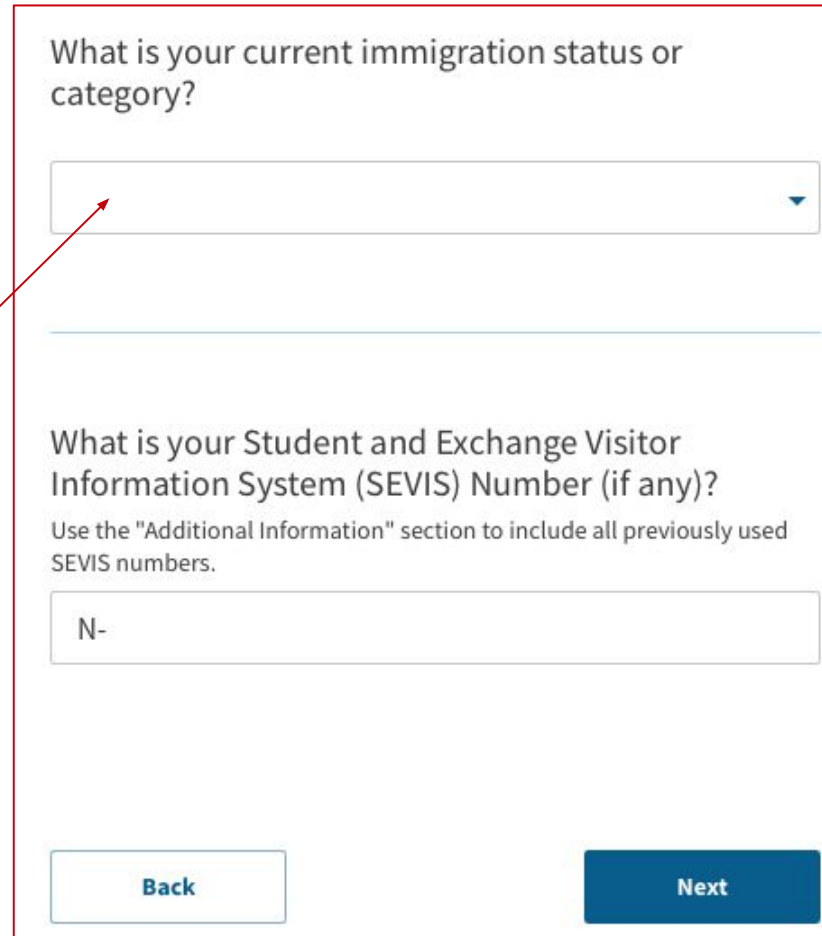
What country issued your passport or travel document?

Provide your passport information in this section. Double-check for accuracy.

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)

What is your current immigration status or category?

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-

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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.

OTHER INFORMATION

What is your A-Number?

☐ I do not have or know my A-Number.

A-

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.

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.

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.

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

⦿ Yes
○ No

Select "Yes" and enter your SSN.

What is your Social Security number (if known)?

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

○ Yes
⦿ No

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.

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 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.
- Upload no more than one document 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

EVIDENCE: Form I-94 or Passport

Upload a copy of your most recent Form 1-94 to this section.

REMINDER!
<u>Do not upload an incorrect I-94.</u>
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.

EVIDENCE: Employment Authorization Document

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.

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

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.

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

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.

2) **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

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.
- 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

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EVIDENCE: Institution Accreditation

<u>Only required if applying for STEM Extension based on a prior degree</u>

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

Back

Next

ADDITIONAL INFORMATION (1)

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

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

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Next

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

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

Previously authorized CPT or OPT ▼

Question

Previously authorized CPT or OPT ▼

Additional information

CPT, 07/07/2018 - 09/01/2018, FT, Bachelor's

CPT, 06/08/2017 - 08/20/2017, PT, Bachelor's

90/500

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

Previously authorized CPT or OPT ▼

Question

Previously authorized CPT or OPT ▼

Additional information

OPT, 06/01/2017 - 05/31/2018, Bachelor's

40/500

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, N00XXXXXXXX, 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

78/500

Announcement

On January 30, 2024, USCIS announced that filing fees for certain immigration applications will be adjusted.

As of **April 1, 2024**, the online filing fee for the I-765 Application for Employment Authorization will be increasing from $410 to $470. Please plan accordingly.

Always refer to the USCIS website for the most up to date I-765 filing fees.

REVIEW AND SUBMIT: Review Your Application

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.

Check your application and fix all alerts and warnings.

Review the I-765 form information   🖨 Print

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

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.
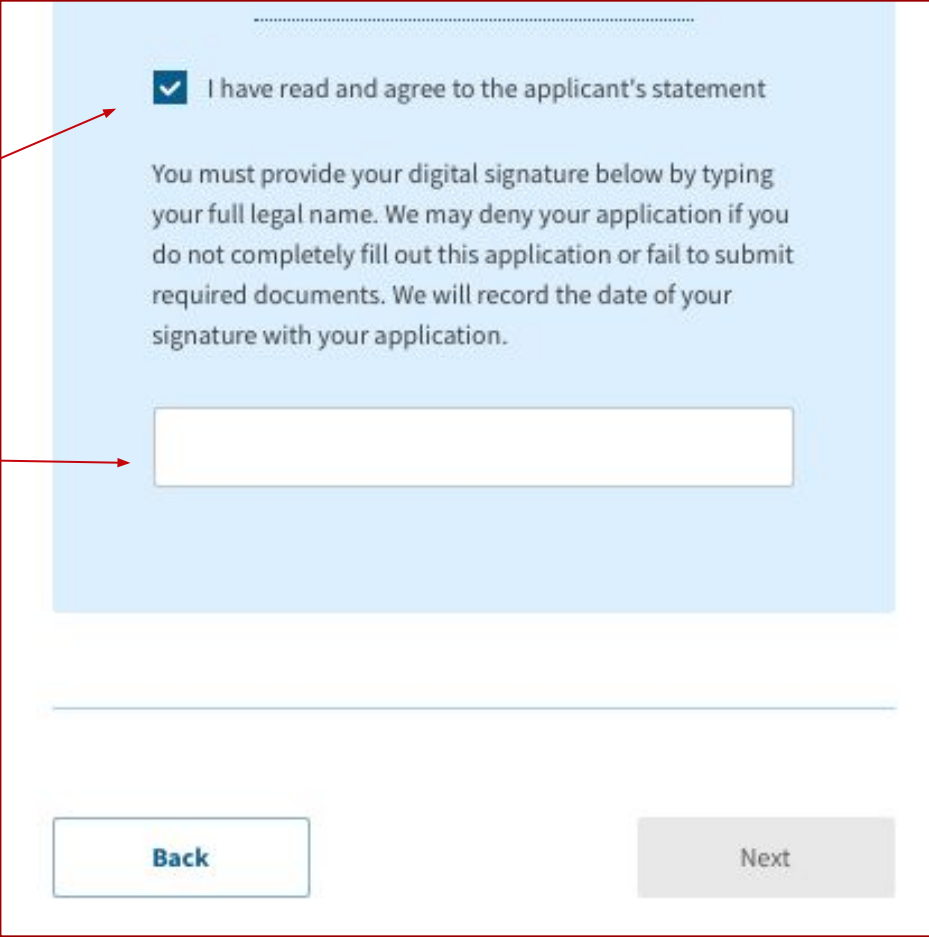
Back   Next

Your Signature

Read through the "Applicant's Declaration and Certification." Confirm the statement by typing your full legal name here.

☑ I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Back   Next

Pay and Submit

Form Filing Fees are increasing as of April 1, 2024. Please see here 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: **$410**.

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 not 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 and 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 form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

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.==

USCIS I-765

Payment Information

Payment Amount $410.00

I want to pay with my

◯ Bank account (ACH)

◯ Debit or credit card

Continue   Cancel

You have successfully submitted your STEM OPT application to USCIS! What happens next?
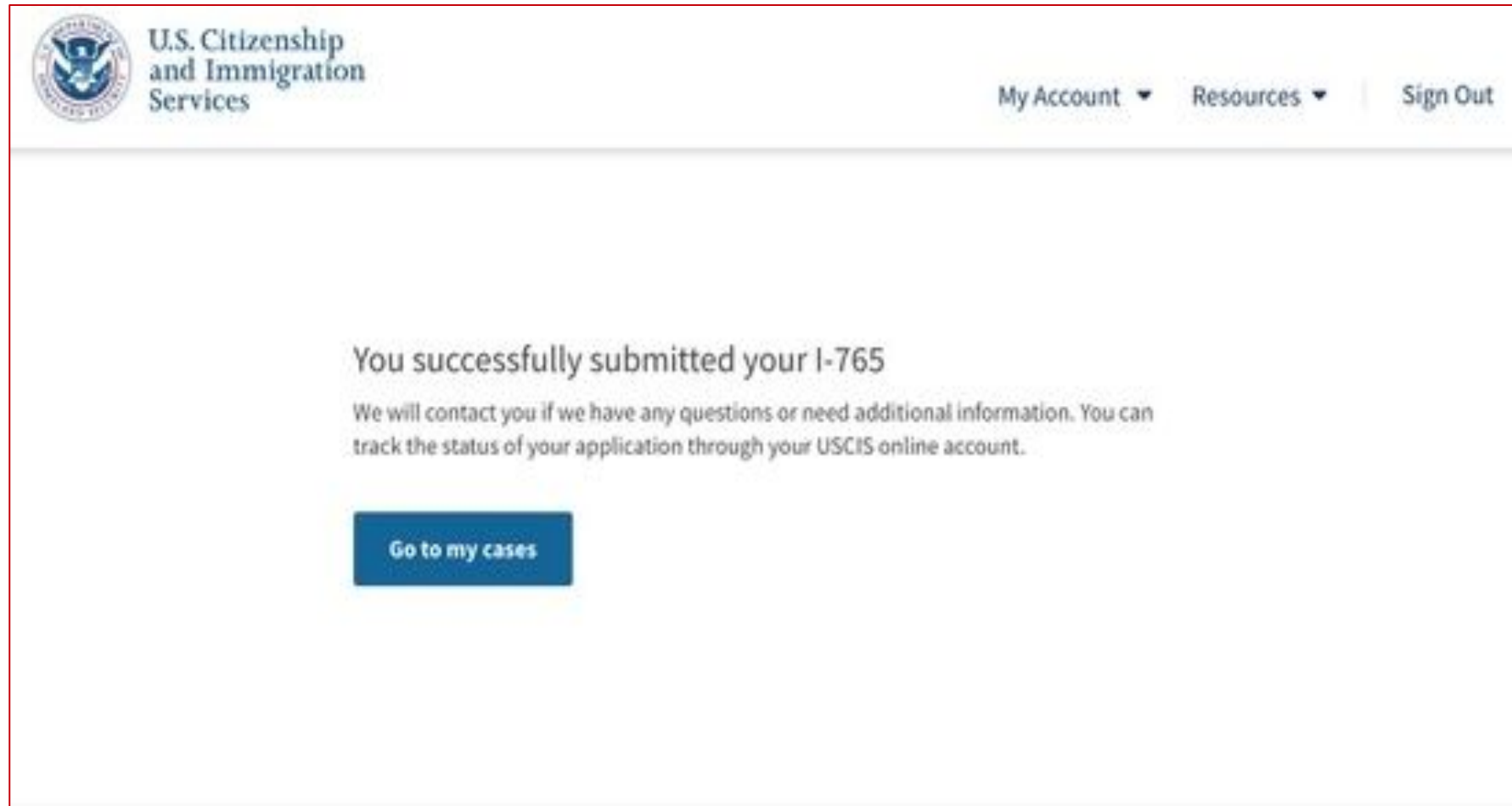
After submitting your application

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.

Receipt Number

Receipt Number			Case Type
███████			I765 - APPLICATION FOR EMPLOYMENT AUTHORIZATION
Received Date 05/24/2022	Priority Date	Applicant ████████████	
Notice Date 05/24/2022	Page 1 of 2		
████████████ c/o ███████ ███████ WAUWATOSA WI 53213-3080			**Notice Type:** Receipt Notice Amount received: $410.00 U.S. Class requested: C03B

We have received the application or petition ("your case") listed above. This notice only shows that your case was filed on the "Received Date" listed above. It does NOT grant you any immigration status or immigration benefit, and it is not evidence that your case is still pending. We will notify you in writing when we make a decision on your case or if we need additional information.

Please save this and any other notices about your case for your records. You should also keep copies of anything you send us, as well as proof of delivery. Have these records available when you contact us about your case.

If any of the information in your notice is incorrect or you have any questions about your case, you can connect with the USCIS Contact Center at

Receipt Notice

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**

Approval Notice

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.
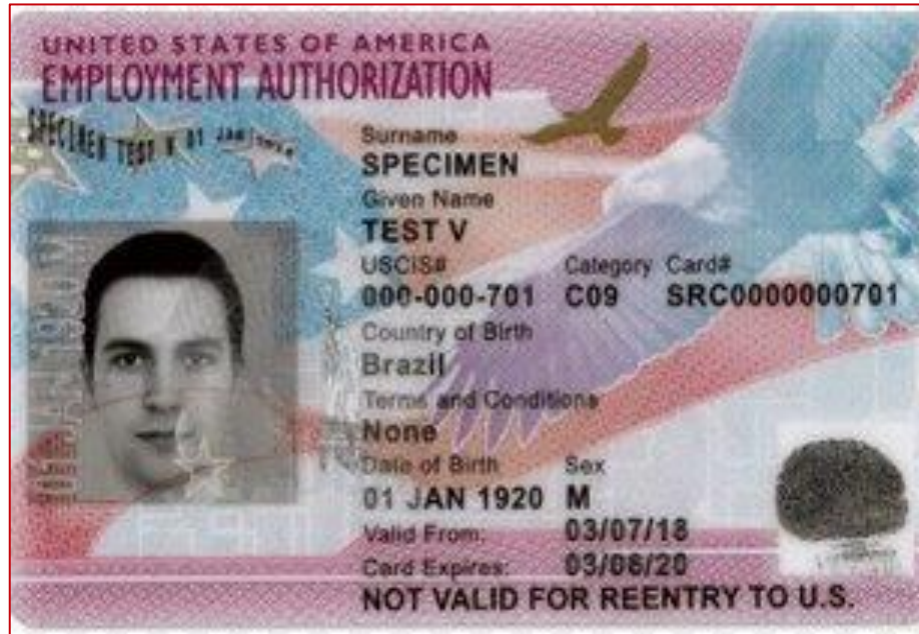
Reporting Requirements for STEM OPT (1)

Report the following items to ISS within 10 days of the change:

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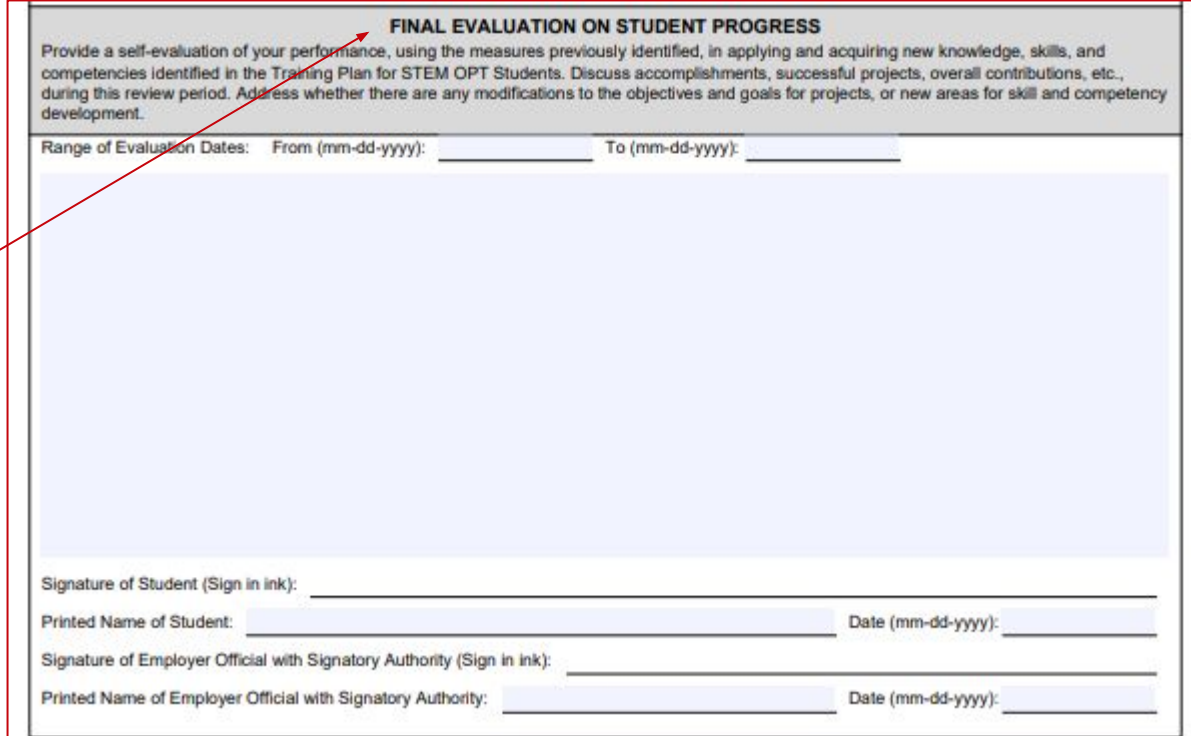- Change in employment
  - Final Evaluation on I-983 required if leaving an employer
  - New I-983 required if adding an employer
- Material change or deviation to the Form I-983 Training Plan

[STEM OPT Extension Reporting Requirements](#)

FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____   To (mm-dd-yyyy): _____

Signature of Student (Sign in ink): _____

Printed Name of Student: _____   Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name of Employer Official with Signatory Authority: _____   Date (mm-dd-yyyy): _____

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.

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

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 E**mployment 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 -* *https://d3dhrbkwcpstav.cloudfront.net/wp-content/uploads/sites/174/2018/07/How-to-Correct-I-94-Issue-Handout.pdf*

- **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/

- **STEM Employment at UW-Madison -** https://d3dhrbkwcpstav.cloudfront.net/wp-content/uploads/sites/174/2018/01/UW-Madison-STEM-Extensions-Policy-Change.pdf

- **STEM OPT Reporting Requirements -** https://studyinthestates.dhs.gov/stem-opt-hub/students-stem-opt-reporting-requirements https://studyinthestates.dhs.gov/assets/sevpstemoptreportingrequirementsfinal.pdf

- **STEM OPT HUB-** https://studyinthestates.dhs.gov/stem-opt-hub

- **STEM OPT Resources for Employers -** https://studyinthestates.dhs.gov/stem-opt-hub/for-employers/employers-and-the-form-i-983