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

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

One account for all of your USCIS needs.

Create an account.
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.
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.
This is an overview of the I-765 process. Please read these pages carefully.
This is an overview of your OPT process. Please read these pages carefully.
Please note:
OPT and STEM OPT applications will not require biometrics.
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.

Paperwork Reduction Act

An agency may not conduct or sponsor a collection of information, 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-765 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
5500 Capital Gateway Drive, Mail Stop #2740
Camp Springs, MD 20746-0009

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

DHS No. 1611-0040
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.

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: Bachelor's 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: 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

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

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.
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.
ABOUT YOU: Your Contact Information (1)

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.

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

Address line 2

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.
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

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
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.
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.

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.
EVIDENCE: Form I-94 or Passport

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

REMEMBER!
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.
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.
**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.

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*
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.
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
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.
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.

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

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.
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**.
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.

### Receipt Number

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>1765 - APPLICATION FOR EMPLOYMENT AUTHORIZATION</td>
</tr>
</tbody>
</table>

### Receipt Notice

<table>
<thead>
<tr>
<th>Notice Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/24/2022</td>
<td>1 of 2</td>
</tr>
</tbody>
</table>

**c/o [Redacted]**

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 [908-718-7058](tel:908-718-7058)

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

![Form I-797C, Notice of Action](image)

**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**
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?

- 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.html)
    - [https://tsg.phototool.state.gov/photo](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 OPT HUB- https://studyinthestates.dhs.gov/stem-opt-hub