As a student, you are eligible for one 24-month OPT STEM extension if you:

- Have a degree in the Science, Technology, Engineering or Mathematics fields – please refer to this page for a list of eligible programs.
- Are employed by a company that is registered with the E-Verify program. If you are unsure whether your employer is registered with E-Verify, contact your supervisor or the human resources department at the company.

Applications for STEM extensions must be filed with United States Citizenship and Immigration Services (USCIS) before their current OPT end date, and can be sent as early as 90 days before the current end date. As long as you have filed for the extension before the current OPT ends, you can continue working even if your application is still pending approval for up to 180 days beyond the expiration of your prior post-completion OPT EAD.

**NOTE:** Form I-765, Application for an Employment Authorization Document (EAD), must be filed within 30 days of the DSO recommendation in SEVIS.

**STEPS TO APPLY**

Please read the following instructions carefully:

**Step 1.** Compile the required documents; a checklist is available on page 2 of this document.

**Step 2.** Visit the Office for International Programs (OIP) during walk-in hours to submit your complete STEM OPT application for review. After reviewing the application, we will give back your application materials. **NOTE:** Do not mail them until you return to the OIP to pick up your new I-20 containing your STEM OPT authorization.

**Step 3.** You will be notified when your authorized I-20 is ready for pick up at the OIP. You will receive two identical copies of the authorized STEM OPT I-20.

**Step 4.** Sign page 1 of each I-20. Keep one I-20 and add the other I-20 to your application materials.

**Step 5.** Make a copy of your *entire STEM OPT application* (including the authorized I-20) before sending it to USCIS.

**Step 6.** Mail your application to USCIS using one of the following addresses:

- **USPS Certified Mail with return receipt to:**
  - USCIS
  - P.O. Box 21281
  - Phoenix, AZ 85036

- **FedEx/DHL/UPS to:**
  - USCIS Attn: AOS
  - 1820 E. Skyharbor Circle S
  - Suite 100
  - Phoenix, AZ 85034

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Office for International Programs, Sullivan Center 206, 6339 N. Sheridan Road, Chicago, IL 60660
T: 1-773-508-3899 F: 773-508-7125 E: iss@luc.edu W: luc.edu/iss
STEM OPT CHECKLIST AND APPLICATION STEPS

To apply for OPT, you will need to gather the following documents and submit them for review.

CHECKLIST

☐ Completed Form I-983 – Training Plan for STEM OPT Students
  o For instructions on how to complete this form, please visit Study in the States
☐ Completed Form I-765 – Application for Employment Authorization
  o Question 27: (c)(3)(c)
  o Question 28: Include your degree field, your employer’s name and E-Verify number
☐ Completed Form G-1145 – E-Notification of Application/Petition Acceptance
☐ Your original STEM OPT I-20 signed by you and your OIP advisor on page 1, with STEM OPT recommendation on page 3
☐ An employment offer letter on company letterhead, stating that the company would like to continue to employ you
☐ A copy of your diploma, or an official or unofficial transcript to show that you have completed a STEM degree
☐ A copy of all previous I-20s
☐ A copy of your previous EAD card
☐ A copy of the I-94 document
☐ A copy of your passport photo page
☐ A copy of your United States visa stamp
☐ A check payable to “U.S. Department of Homeland Security” for the I-765 filing fee – please check the USCIS website for current fees
☐ A copy of any previous I-797 Approval Notices
☐ Two new passport style photos – print your name and I-94 number on the back of each in pencil - DO NOT REUSE PHOTOS FROM A PREVIOUS APPLICATION