THE UNIVERSITY OF ARIZONA
International

INTERNATIONAL STUDENT
SERVICES

Global Center
615 N Park Avenue
520-621-4627
international.arizona.edu/iss

STEM OPT EXTENSION:
STEP 2 INSTRUCTIONS FOR PAPER FILING WITH USCIS

While you are in an approved period of STEM OPT, you must report all changes to your employment, address or immigration status within 10 days of occurrence. Failure to report in a timely manner may result in the termination of your SEVIS record. Learn more about maintaining your status on STEM OPT and your reporting responsibility at *global.arizona.edu/international-students/f-1-student-employment*.

▸ **You must file the I-765 while in the United States.**

▸ U.S. Citizenship and Immigration Services (USCIS) must receive your application:

- No later than the day before your OPT periods ends

- No earlier than 90 days before your OPT period ends

- Within 30 days of when your STEM OPT I-20 is issued by ISS

▸ To apply for an Employment Authorization Document (EAD card), submit the documents below to U.S. Citizenship and Immigration Services (USCIS) in the following order (*front to back*).

☐ **Form G-1145** (*uscis.gov/g-1145*)

☐ **Application Fee** (*uscis.gov/i-765*)

- Check or money order should be made payable to **U.S. Department of Homeland Security**

- If you prefer to pay by credit card, include Form G-1450 *(uscis.gov/g-1450)*

☐ **Form I-765** *(uscis.gov/i-765)*

- Review the form instructions, then type or print your answers in black ink *(your signature must be hand-written)*

- Enter code (c)(3)(C) at item #27

- You are responsible for the completion and accuracy of the I-765

☐ **Form I-94**

- If you entered by air, access your electronic form at *https://www.cbp.gov/i94.*

- If you entered the U.S. by land, you may have received a paper I-94 stapled in your passport or an electronic form.

☐ **Government-Issued Identity Document**

- Copy of your last EAD (front and back)

☐ **2 Passport-Style Photos**

- For photo requirements, review the I-765 instructions (page 20, item C)

- Photos must have been taken within 30 days of when you submit your application to USCIS