



Guidance for Online Completion of Form I-765 for STEM Optional Practical Training Extension

Please review USCIS instructions in detail here <https://www.uscis.gov/i-765>

Please note that the information below is only intended to provide general assistance on how to complete the online, I-765 form. It is not intended to serve as formal legal advice. You are responsible for the accuracy and completeness of the I-765.

1. Gather the documents below for streamlined completion of your online I-765 form. Additional information on these documents can be found in the 'Evidence' section of our guidance below:

- Digital color U.S. style passport photo of yourself taken within the last 6 months.
- Most recent Form I-94
- Scan of passport identification page (plus extension page, if applicable)
- Scan of your current post-completion Employment Authorization Document (EAD) card (Front and back)
- Scan of STEM OPT I-20 from the Office of International Program issued within 60 days of filing the STEM OPT application with USCIS
- Scan of diploma and/or official transcript for STEM degree
- Institution Accreditation for previously earned STEM degree, if applicable (see 'Evidence' section for details)

2. Create a new [USCIS online account](#) / or Log in with your previous [USCIS online account](#).

3. Begin your application by clicking 'File a Form Online' under 'Select What You Want To Do' (if you do not have cases in progress) or through the 'My Account' tab. Select 'I-765, Application for Employment Authorization' from the list of options -> Click 'Start form.'

*For any fields that are not applicable on the electronic application, please leave blank.

- **What is your eligibility category?**
 - Select c(3)(C) STEM Extension.
- **What is your degree?**
 - List degree level and major field of study for your STEM OPT qualifying degree, as listed on page 1 of your I-20.



- **Place of arrival**
 - Select your port of entry of arrival from the drop-down menu. U.S. Customs and Border Protection (CBP) preclearance is available in some foreign airports which is why your port of entry may also be a location outside of the U.S.

- **Status at last arrival**
 - Select F-1 – F1 – Student, Academic or Language Program unless you obtained an in country change of status through USCIS after your most recent date of entry to the U.S.

- **What is the passport number of your most recently issued passport?
What is your travel document number (if any)?**
 - Most students should leave this question blank. If you do not have a valid passport, but your country has issued a valid travel document for you instead, please enter the travel document number here. If you have a valid passport, be sure to list the passport number in the previous question.

- **What is the expiration date of your passport or travel document?**
 - Be sure to list the expiration date of your most recently issued passport, even if your F-1 visa is in a prior passport.

- **What country issued your passport or travel document?**
 - List the information from your most recently issued passport, even if your F-1 visa is in a prior passport.

- **What is your current immigration status or category?**
 - Select F-1 – F1 – Student, Academic or Language Program

- **What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?**
 - Record the information directly from your I-20. The SEVIS ID is listed on the top left corner of your I-20 and starts with “N00...”

- **What is your A-Number?**
 - Please list your A-number. Your A-number is the USCIS # listed on your post completion OPT EAD card



What is your USCIS Online Account Number?

Input your USCIS Online Account number, if known/created

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

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

- If you would like a social security card issued, you must select 'Yes' to the consent of disclosure and provide your parents' name information.

Evidence

- 2x2 photo
 - You will need to upload a recent (taken within the last 6 months) U.S. style passport photograph of yourself. Please refer to the [Department of State's](#) website as well as the instructions on the online I-765 application for additional information on the photo requirements. [Photo tool Option.](#)
- Most recent [Form I-94](#). Please note that if you changed to F-1 status within the US via a successful in-country change of nonimmigrant status (Form I-539) application with USCIS and have not since traveled outside the US, the I-94 is located on your change of status approval notice document (I-797).
- Employment Authorization Document or Government ID
- Upload a scan of your post-completion OPT EAD card (front and back).
- Valid Current Passport
- Current Visa
- Form I-20 (OPT I-20)
- Upload a scan of your STEM OPT I-20 from the Office of International Programs issued within 60 days of filing your OPT application with USCIS.

Important actions to take before uploading the STEM OPT I-20 to the USCIS online system:

1. Double check your Program of Study information on page 1 of the I-20 and the STEM OPT recommendation dates on page 2 of the I-20 to ensure they are correct.
2. Please be sure to sign/date (MM/DD/YYYY) the bottom of page 1 of your I-20 in the 'Student attestation' section.
3. Your OPT application must be filed with USCIS within 60 days of the OPT I-20 issuance date. You can confirm the date your OPT I-20 was issued by viewing the "DATE ISSUED" section on page 1 in the "School Attestation" box.

College degree

- Upload a scan of your diploma and/or official transcript indicating the degree level and

Office Of International Programs
Email: intl.stu@tamuc.edu, P: 903.886.5097, www.tamuc.edu
2200 Campbell St, Commerce, TX 75428



major field of study for your STEM degree

Institution Accreditation

This section is only applicable if your STEM OPT extension is based on a previously earned STEM degree. If you are applying for STEM OPT extension based on your post completion OPT degree from A&M-Commerce, you do not need to upload anything in this section.

If you are applying for STEM extension based on a previously earned STEM degree, we suggest that you upload the following documentation:

1. I-20 (pages 1 and 2) from your previous degree showing the STEM eligible CIP code.
2. School accreditation approval letter from your school or alternate documentation of current accreditation.

- If your previously earned STEM degree was conferred by the A&M-Commerce, the accreditation information can be found on the [ACCREDITATIONS](#).

Please print the action letter.

- If your previously earned STEM degree was not from A&M-Commerce, please search for documentation of your academic institution's accreditation online or contact your previous academic institution to verify how to obtain evidence of school accreditation.

3. SEVP certification documentation from your school or here (must be currently certified): <https://studyinthestates.dhs.gov/school-search>.

Additional Information

If you need to provide 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.

*STEM extension does not require listing previously issued CPT/OPT or SEVIS numbers.

Review your application

- Be sure to carefully review your application before filing online to ensure that all applicable questions were answered. The online system will allow you to submit the application without completing some of the required fields for the application.

Your statement

- Under 'Applicant's statement,' you must check '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.'



Your signature

- You must check ‘I have read and agree to the applicant’s statement.’ Be sure to read
- the statement listed above this attestation.
- Provide your digital signature in the box by typing your full legal name

Pay and submit

- Pay the application fee indicated on the USCIS website. The application fee can be paid via bank account (ACH), debit, or credit card.
- After submission you will receive a confirmation that your Form I-765 was successfully submitted. Following the completion of your online filing, you should be able to review your I-765 receipt notice in your online USCIS account and track the status of the application.
- Please review our After You Have Applied for OPT page for a summary of recommended next steps after filing your OPT application

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