SUBMITTING THE I-765 APPLICATION FOR STEM EXTENSION OF OPT EMPLOYMENT AUTHORIZATION

Make copies of all documents you are sending to USCIS and keep them for future reference.

G-1145: Fill out and submit the G-1145 to receive email notification of application acceptance. Download the G-1145 form and instructions online at **uscis.gov/G-1145**.

I-765: Fill out and submit the I-765 form following the instructions on the back of this page. Download the I-765 form and instructions online at **uscis.gov/I-765**.

Personal check or money order:

- Amount of $380.00 payable to "U.S. Department of Homeland Security".

Two passport style photographs (2" x 2"):

- Photos should be taken no earlier than 30 days before submitting to USCIS.
- Write your name and I-94 number (from I-765 #10) on the back of each photo in pencil.
- Seal pictures in a smaller envelope with name and I-94 number written on the outside.

Transcripts: Official or unofficial transcripts (showing degree completion) or copy of diploma as long as it states the degree.

Copy of paper I-94 or electronic record retrieved from https://i94.cbp.dhs.gov.

Copy of any prior EAD cards: If applicable.

Copy of signed OPT I-20: Make sure you have signed and dated the I-20 on page 1, under Student Attestation.

Copy of passport biographical pages: Name, photo, expiration.

Arrange the documents in the order specified in the STEM Extension for OPT Completion Document Checklist (paper clip them all together).

> ⚠ If your U.S. mailing address on the I-765 form is not an Arizona address or if you will be sending by express mail, please refer to **uscis.gov/i-765-addresses#Lockbox%20Addresses** for the proper address for the designated lockbox facility.

MAILING YOUR I-765 FORM

Using a large mailing envelope, write "I-765" on the lower left corner and write your return address on the top left corner.

Send it via regular mail to:
USCIS
PO Box 21281
Phoenix, AZ 85036

Your name
Your address

USCIS
PO Box 21281
Phoenix, AZ 85036

I-765

⚠ DO NOT LOSE YOUR OPT EMPLOYMENT ELIGIBILITY

The USCIS may reject I-765 applications for any of these reasons:

- no signature on the I-765 form
- no proper payment
- no school and student signatures

The USCIS has accepted applications for processing and then 90 days later denied I-765 applications if the following occurs:

- received more than 60 days after reported completion date on I-20

DOUBLE-CHECK SIGNATURES AND DATES

Do not send materials that are out of date.

- Your I-765 should be sent no later than 50 days after the completion date on your I-20.
- Your I-765 Extension Application should be submitted to arrive at USICS **prior to your current Post-OPT EAD card expiration date**.
- Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to submit with your application.

If you receive your materials back from USCIS, do not resend.

> ⚠ Double-check dates on the I-20, and contact ISSC immediately if you need a new updated I-20 form to resubmit with your application.

When you have properly filed your application for an Employment Authorization Document (EAD Card), you will receive a Notice of Action from the USCIS with a case number. You can use this case number to track your case online at **uscis.gov**.

If you check the USCIS website and the USCIS fails to adjudicate your application within 90 days from the date indicated on the Notice of Action, contact the ISSC so that we can send an email inquiry for your application.

STEM EXTENSION FORM I-765

Available to download on the USCIS website: uscis.gov/i-765
Download the most current version.

students.asu.edu/international/support/opt

I am applying for
Check the box "Renewal of my permission to accept employment."

Names (#1–2)
Entire family name in capital letters, then use upper and lowercase letters for the first name and middle name.

Biographical data (#3–8)
Provide personal biographical data, including a mailing address that will be good for at least four months.

Social Security number (#9)
If you do not have an SSN, leave this space blank. Apply for an SSN after receiving the EAD, or on or after the OPT start date – whichever comes later.

Form I-94 number (#10)
Enter the 11-digit number from most recent electronic or paper I-94 record.

Employment authorizations (#11)
If yes, provide info on your last EAD card.
- If your EAD card number starts with WAC, use "California Service Center" for USCIS office.
- Dates: Use "start date" from EAD card.

If you have no previous EAD, check the box for "No" and proceed to #12.

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0040; Expires 02/28/2018

I-765, Application For Employment Authorization

FOR USCIS USE ONLY

For USCIS Use Only

Fee Stamp	Action Block	Initial Receipt	Resubmitted
		Relocated	
		Received	Sent
		Completed	
		Approved	Denied

☐ Application Approved
☐ Authorization/Extension Valid From _____
☐ Authorization/Extension Valid To _____
Subject to the following conditions:

☐ Eligibility under 8 CFR 274a.12 (a) or (c)
☐ Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

☐ Applicant is filing under section 274a.12

I am applying for: ☐ Permission to accept employment. ☐ Replacement (of lost employment authorization document).
☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. **Full Name** (Family Name) (First Name) (Middle Name)

2. **Other Names Used** (include Maiden Name)

3. **U.S. Mailing Address** (Street Number and Name) (Apt. Number)
   (Town or City) (State) (ZIP Code)

4. **Country of Citizenship or Nationality**

5. **Place of Birth** (Town or City) (State/Province) (Country)

6. **Date of Birth** (mm/dd/yyyy)

7. **Gender** ☐ Male ☐ Female

8. **Marital Status** ☐ Married ☐ Single ☐ Divorced ☐ Widowed

9. **Social Security Number** (Include all numbers you have ever used, if any)

10. **Alien Registration Number (A-Number)** or **Form I-94 Number** (if any)

11. **Have you ever before applied for employment authorization from USCIS?**
    ☐ Yes (Complete the following questions.)
    Which USCIS Office? Dates
    Results (Granted or Denied - attach all documentation)
    ☐ No (Proceed to **Question 12.**)

12. **Date of Last Entry into the U.S., on or about** (mm/dd/yyyy)

13. **Place of Last Entry into the U.S.**

14. **Status at Last Entry** (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. **Current Immigration Status** (Visitor, Student, etc.)

16. **Eligibility Category.** Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
    ( ) ( ) ( )

17. **(c)(3)(C) Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Question 16** above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
    Degree   Employer's Name as listed in E-Verify
    Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. **(c)(26) Eligibility Category. LEAVE THIS AREA BLANK**

Certification
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "**Who May File Form I-765?**" section of the instructions and have identified the appropriate eligibility category in **Question 16.**

Applicant's Signature
Date of Signature (mm/dd/yyyy)
Telephone Number

Signature of Person Preparing Form, If Other Than Applicant
I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

LEAVE THIS AREA BLANK

Preparer's Signature
Date of Signature
Printed Name
Address

Form I-765 11/04/15 Y

Last entry into the United States (#12–13)
Your last entry date and place (Port of Entry) can be found in two places:
- passport admission stamp
- electronic or paper I-94 record

Status of last entry (#14)
Use "F-1 Student".

Current immigration status (#15)
Use "Student".

Eligibility category (#16)
Use (c) (3) (C) for STEM Extension OPT

Eligibility category (#17)
Fill out degree and employer info fields.

Certification
Applicants Signature: Use black ink. *(Do not touch the line or letters above.)*
Date of Signature: date form is signed
Telephone Number: current U.S. number

Signature of preparer
Leave these spaces blank unless the form is completed by someone other than the student.

STEM EXTENSION DOCUMENT CHECKLIST

Date: _____

To: USCIS Lockbox Location

Family Name: _____

Given Name: _____

SEVIS Number: _____

Requested: F-1 Permission for STEM Extention of OPT

DOCUMENT CHECKLIST OF ITEMS INCLUDED IN THIS APPLICATION

☐ **G-1145 form (Must be placed on top of OPT Application)**

☐ **original I-765 form**

☐ **personal check or money order for $380**

☐ **two passport style photos (2" x 2")**

☐ **official or unofficial transcripts (showing degree completion) or copy of diploma as long as it states the degree**

☐ **copy of paper I-94 or electronic record retrieved from https://i94.cbp.dhs.gov**

☐ **photocopy of prior EAD cards**

☐ **photocopy of OPT Extension SEVIS I-20 (signed by DSO and Student)**

☐ **photocopy of passport biographical pages (name/photo/expiration)**

ⓘ **COMPLETED APPLICATION MUST BE RECEIVED BY USCIS:**
- no later than 60 days after ISSC signature date on Post-OPT SEVIS I-20
- before your current Post-OPT EAD card expiration date

Failure to meet both requirements may result in USCIS denial of your application.