

## F-1 STEM OPT Extension Application Checklist

**REMINDER:** The STEM OPT Extension application must be received by USCIS within 60 days of the date on which ISSS issues an OPT I-20. If filed with USCIS after 60 days of the STEM OPT I-20 issuance date, your application will be denied.

To prepare the STEM OPT application for USCIS, assemble the following documents:

- ✓ [I-765 Application Fee](#)
  - Currently the fee is **\$410**; Please see <https://www.uscis.gov/i-765> under Filing Fee.
  - Note, there is NO biometric fee for OPT.
  - Include a **personal check** or **money order** payable to “US Department of Homeland Security”. Refer to our [Tips for Writing a Check or Money Order page](#) for step-by-step guidance. *Not needed for online filing.*
  - Do not use starter checks (those that do not have your name/address printed).
  - We do NOT recommend using the Credit Card form G-1450.
- ✓ [Two US Passport-Style Photos](#)
  - Taken recently (photos cannot be more than 30 days old). No selfies; no photo filters. *Online filers: Upload a digital copy of your photo on the USCIS portal.*
  - Lightly print your name on the back of each photo with a pencil.
- ✓ [Form G-1145, E-Notification of Application/Petition Acceptance](#)
  - To receive an e-Notification when your Form I-765 has been accepted. *Not needed for online filing.*
- ✓ [Form I-765](#)
  - Please refer to our sample STEM OPT I-765 form for guidance [at this link](#).
- ✓ **Document Photocopies** [*Do not send originals. Can be in black and white or color.*]:
  - Qualifying STEM degree transcript and diploma (if it states the major)
  - New I-20 with the STEM OPT extension recommendation (sign and date before you copy)
  - Passport Identification or biographical page(s)
  - Most recent I-94 Record [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - All previous EADs (if applicable), **front and back**
  - All previous I-20's – see <https://global.upenn.edu/issss/f-1-opt-faqs> if you are missing I-20's.

### Final Steps (*steps 2-4 are for paper filing*):

1. Check all documents for completeness and accuracy. Refer to the USCIS [I-765 Instructions](#) and the [ISSS STEM OPT I-765 Visual Completion Guide](#).
2. Keep a complete copy of your application express mail receipt and money order receipt, if applicable. All documents should be **single-sided**. Do not use staples. You may use paperclips or binders to secure pages.
3. Mail completed application to [Direct Filing Addresses for Form I-765](#) listed for foreign students under category for F-1 Optional Practical Training, (OPT). The current lockbox address can also be found on the ISSS website [on this page](#).
4. We recommend that you mail your application by express mail such as UPS, Federal Express or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.
5. **Finally, if you decide NOT to apply for OPT or use your OPT benefits, please notify your ISSS Advisor.**