Dr. Jabulani Beza International Student Center ◆ Lincoln University
926 E. Dunklin Street ◆ Jefferson City, MO 65102 ◆ Ph: (573) 681-5473 ◆ Fax: (573) 681-5474

APPLYING FOR THE 17-MONTH STEM OPT EXTENSION

- The applicant should send the I-765 to the USCIS Lockbox corresponding to the address where the applicant currently resides, not necessarily where the first I-765 was sent.

- Applicants may apply for the 17-month STEM OPT extension *anytime* during the regular period of post-completion OPT. USCIS *must receive* the application no later than the expiration date of the applicant's current OPT employment authorization. Applicants are encouraged to file early so they receive the new EAD before the end of the regular period of post-completion OPT.

- The new I-765 instructions state that a "copy of the degree" must be submitted for applications filed under (c)(3)(C). USCIS clarified that this could include:
  Official transcripts
  Unofficial transcripts
  Copy of the diploma as long as it states the program of study

- If the applicant has not already done so, he/she must provide ISC with an OPT Validation Form with the current employer's information (if the applicant has changed jobs since this form or other written confirmation of employment was originally submitted, the form must be submitted to ISC again). The form can be found online at http://www.uscis.gov/portal/site/uscis.

- If the applicant is working out of state, he/she should contact an ISC advisor via email to make arrangements to apply by mail. The applicant should mail to ISC the application materials listed below and provide a self- addressed prepaid envelope or prepaid FedEx account and envelope so the packet can be sent back to the applicant after review and issuance of the new I-20. Alternatively, the applicant can arrange for a pick-up by a friend or relative (written authorization must be given to ISC).

- Applicants must call the Office of International Student & Scholar Services to schedule an appointment.

APPLICATION MATERIALS TO BE BROUGHT TO ISC:

- I-765 (include employer's name and E-Verify number in item 17)
- Personal check/money order for **Application Fee (see USCIS website)**
  - Pay to the order of: **U.S. Department of Homeland Security**
- 2 passport photos
  - Print name and I-94 number on back of each photo
- 2 copies each of:
  - Passport identification/expiration page
  - F-1 visa
  - Front of I-94 card
  - Back of I-94 card
  - Copy of current OPT card
  - Copy of diploma or transcript

The ISC advisor will recommend the 17-month extension in SEVIS and will issue a new I-20 if all documents are in order. When the applicant receives the I-20, he/she should sign it and make a photocopy. The applicant will keep the original document and send the copy to USCIS with the application.