

OPT Extension Application Checklist

When all documents listed below have been collected and all forms completed, please send to IPO at 921 S. 8th Ave. STOP 8038, Pocatello, Idaho 83209-8038. A new I-20 with the extension recommendation will be sent to you to submit to USCIS.

Only completed applications will be accepted for processing.

Student Name: _____ Student ID: _____ Date: _____

Degree: _____ Email Address: _____

Employment Information

Your Job Title: _____ Employer Name: _____

Employer Address: _____ Supervisor Name: _____

Employer EIN #: _____ Supervisor Phone or Email: _____

OPT Extension Fee of \$60.00 – You must pay this fee at the Cashier’s Office in the Administration Building prior to applying for the extension. This is an administrative fee to keep your SEVIS record up-to-date while on OPT.

Please provide IPO with a copy of your receipt!

USCIS must receive the following items before the expiration of your current OPT card. Except for item #2 which we will provide you, please submit to IPO with this checklist ONE COPY of each item for review prior to sending to USCIS.

1. **Copy of Current I-20.**
2. **Copy of New I-20** with the OPT Extension recommendation. ****This is created by the International Programs Office****
DO NOT MAIL YOUR NEW ORIGINAL I-20 WITH THE APPLICATION!
3. **Original I-765** (obtain this form from the web at: www.uscis.gov) Click on FORMS AND FEES and scroll down to I-765. The form can be filled out on your computer and then printed. (Directions for completing this form are on the reverse side of this checklist). *****See directions on reverse side*****
4. Copy of your **degree certificate** (with degree and major). If your major is not listed on your degree, then you must also submit an official transcript which can be obtained through the Registrar’s Office.
5. **Fee of \$410.00** – this must be a money order or certified check (**no cash or personal checks**). Make the check/money order payable to **U.S. Department of Homeland Security**. Be sure your name is on the check so DHS knows who the money is for.
6. 2 Passport Photos. **PLEASE WRITE YOUR I-94 NUMBER ON THE BACK OF EACH PHOTO.**
7. **COPY** of the Picture page, biographical information and expiration date in **PASSPORT**. If you have a new passport and an old passport, please make copies of both the old and new pages.
8. **COPY** of the current **VISA** page in passport. If you have changed your status since your entry into the U.S., please submit proof of the approval AND the visa you used to enter the U.S.
9. **COPY** of front AND back of your **I-94 CARD**.
10. **COPY** of your current and any previous employment authorization cards, (front and back) if applicable, **including the original form that the card was mailed with.**
11. The 2016 final rule that reinstates the 24-month STEM OPT regulations increases the educational benefits that F-1 students receive from their practical training experiences by requiring the submission of a formal training plan.

The formal training plan must clearly articulate the STEM OPT student’s learning objectives and affirm the employer’s commitment to helping the student achieve those objectives. To fulfill this requirement, a student and their employer must complete and sign [Form I-983](#) and submit it to the student’s DSO.

Once our office reviews the above documents, you will be responsible for sending them to USCIS. You must send your completed application and accompanying documents to the appropriate service center with jurisdiction over where you are **currently** living. This information is found in the I-765 instructions which can be found by going to www.uscis.gov and clicking on [Immigration Forms](#). Please be sure to send the application to the appropriate center.

Instructions for Completing Form I-765

I-765

Do not forget to check the top choice above question number 1!!!!

- #3 – **Use a reliable mailing address** on the I-765. That address is where the DHS will mail your receipt and your card. **DHS mail cannot be forwarded** and will be sent back to DHS if undeliverable.
- #10 – Alien Registration Number (if you have a current EAD, you have an Alien Registration Number) or the I-94 number found on your I-94 card.
- #12 – Date and Place of last entry is indicated on your I-94.
- #16 – (c) (3) (C) for 24-month STEM Extension.
- #17 – Enter the name of your degree with major, the name of your employer as it appears in E-Verify and your company's E-Verify ID number. You will need to ask your employer for their E-Verify name and ID. **Please note that if your employer/company is not or will not register for E-Verify, then you will not qualify for the STEM extension.**
- Include your telephone number.
- Make sure you *sign and date* the document.