Online STEM OPT Application Instructions

Go to https://www.uscis.gov/i-765 and create a USCIS account: https://myaccount.uscis.gov/

- Once your account is created, sign in and enter the verification code sent to your phone.
- Click on myUSCIS and then File a Form online
- File a form: select Application for Employment Authorization (I-765). Read the information on the next pages and click Next.

If you have previously filed OPT online and your address has changed, please submit a change of address with USCIS PRIOR to completing your STEM OPT EXT application.

GETTING STARTED

What is your eligibility category?   Select (c)(3)(C) STEM Extension.

What is your degree?   Enter your academic level and degree (example: Masters of Science in Computer Science) Enter the CIP code found on your I-20.

What is your employer's name as listed in E-Verify? Enter your employer's name exactly as listed in E-Verify.

What is your employer's E-Verify company identification number or valid E-Verify client company identification number? Enter your employer's E-Verify Number (not the EIN). The number is 4-7 digits.

What is your reason for applying? Select initial permission to accept employment.

Have you previously filed Form I-765?   Select yes.

Is someone assisting you with completing this application? Select no, unless you have a legal representative helping you.

ABOUT YOU

Your Name

What is your current legal name? Enter your name as it appears on your passport.

Have you used any other names since birth? If you have never changed your name legally, select no. If you have, then select yes.

Your Contact Information

How may we contact you? Enter your phone number and email address (enter your personal email address). Click Next.

What is your current U.S. mailing address (use one that will be valid for at least 3-4 months in the future)? List the address where you would like your STEM OPT card sent. For WIU, enter School of Graduate Studies, 1 University Circle, Sherman Hall 116, Macomb, IL 61455.

Is your current mailing address the same as your physical address? Select yes or no and then use selected address provided by USCIS.

Describe Yourself

What is your gender? Select male or female.

What is your marital status? Select single, married, divorced or widowed, click Next.

When and Where You Were Born

What is your city, town, or village of birth? Enter this information.

What is your state or province of birth? Enter this information.

What is your country of birth? Enter this information.

What is your date of birth? Enter this information Month/Day/Year, click Next.

Your Immigration Information

What is your country of citizenship or nationality? Enter this information.

What is your Form I-94 Arrival-Departure Record Number? Enter this information.

When did last arrive in the United States? List your arrival date, place of arrival (not Macomb), and status at arrival (most likely F-1 student).

What is the passport number of your most recently issued passport? Enter this information.

What is your travel document number (if any)? F-1 students do not have this as you have a passport and visa for travel.

What is the expiration date of your passport or travel document? Enter your passport expiration date (Month/Date/Year).

What country issued your passport or travel document? Enter your country.

What is your current immigration status or category? Select F-1 Student.

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any) Enter this number found on the top left corner of your I-20. Click Next.

Other Information

What is your A-Number? Enter your USCIS # on your current OPT card.

What is your USCIS Account Number? Enter this information or "I do not know my USCIS account number if applicable.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? Select yes or no.

Do you want the SSN to issue you a Social Security card? Select no if you already have one, or yes, if you do not have one.

EVIDENCE

2x2 Photo of You

- Upload a recent color photo that meets the listed requirements. Click Next.

I-94, Arrival and Departure Record

- Upload a copy of your I-94 (https://i94.cbp.dhs.gov/I94/#/home). Click Next.

Employment Authorization Document or Government ID

- Upload your passport identification page AND the front and back copy of your current OPT card. Click Next.

Form I-20

- Upload the new I-20 that you have signed with the STEM OPT recommendation on the second page. Click Next.

College Degree

- Upload a copy of your diploma and transcript that shows the name of your degree and the date you graduated.

Institution Accreditation
- Nothing is required unless you have earned a STEM approved degree previously and are using it to apply and not your most recent degree earned at WIU.

ADDITIONAL INFORMATION

You can upload a copy of your visa in this section, but it is not required. Click Next.

If you have had any previous SEVIS ID number, provide that information here.

REVIEW and SUBMIT

Check your application before you submit: Review before you submit.

Your application summary: Click on draft snapshot and save a PDF.

Your statement: Read and check the box. Click Next.

Applicant's Declaration and Certification: Read and check the box.

Your signature: Type your full legal name. Click Next.

PAY FOR AND SUBMIT YOUR APPLICATION

- Click Pay and submit and you will be taken to Pay.gov to pay the fee.
- Choose your payment information.
- Once submitted, you will see a screen that confirms your successful submission or receive an email confirmation.