

# DREW

## 24-Month STEM Extension OPT Checklist

### Eligibility Requirements

- ✓ A student with a STEM-qualifying bachelor's, master's, or doctoral degree – CIP code of degree's major of field of study (listed on your I-20) must appear on the DHS STEM Designated Degree Program List
- ✓ Granted post-completion OPT and working for a US employer in a paid job (for at least 20 hours per week) directly related to your field of study – and have not exceeded the 90 days of unemployment.
- ✓ Job offer of paid employment for at least 20 hours per week from an employer enrolled in E-Verify employment verification system: <https://www.uscis.gov/e-verify>
- ✓ The student and employer must complete a Form I-983 Training and Mentoring Plan - <https://www.ice.gov/sites/default/files/documents/Document/2016/i983.pdf>, and the student must present the completed [I-983](#) to the International Student & Scholar Services (ISSS) at Drew before the ISSS recommends STEM OPT in SEVIS

### When to Apply

- You may submit the application no earlier than **90 days** before your current OPT employment authorization expires.
- USCIS must receive your application while your post-completion OPT is still valid (unexpired), so you should submit your application to the ISSS office no later than 15 days before the end date of your post-completion OPT (listed on your EAD).

### Items Required for the STEM Extension OPT Application

\*\*\* USCIS must receive your STEM extension application within **60 days** from the date your OPT I-20 is issued.

- Completed and signed [Form G1145](#)
- Completed and signed [Form I-765](#)
- Completed [Form I-983](#) (submitted to Drew ISSS – this does not need to be sent to USCIS)
- Application fee of \$410**, payable to U.S. Department of Homeland Security by check or money order
- Two recent passport photos**, that are 2x2 on a white background, and taken within the last 6 months (CVS, Walgreens etc.).
- Photocopy of your new I-20 endorsed for STEM Extension OPT (pages 1 & 3) from ISSS. Be sure to sign your new I-20!
- Photocopies of all previously issued I-20s – Be sure they are signed!
- Copy of your [I-94 record](#) (print your most recent record at the U.S. Customs and Border Control website- <https://i94.cbp.dhs.gov/I94/#/home>)
- Copy of the visa stamp in your passport
- Copy of the identity pages in your passport
- Copy of your EAD card
- Proof of Degree**, copy of the diploma showing the level and program of study.
- Offer Letter** from employer on the I-983 Form.

**\*\*Make a copy of your entire STEM Extension OPT Application for your records.**

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## SHIPPING INSTRUCTIONS:

If you live in...	Mail your application to:
<p>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, <b>New Jersey</b>, New Mexico, <b>New York</b>, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</p>	<p>USCIS Dallas Lockbox</p> <p><b>For U.S. Postal Service (USPS):</b></p> <p>USCIS P.O. Box 660867 Dallas, TX 75266</p> <p><b>For FedEx, UPS, and DHL deliveries:</b></p> <p>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>
<p>Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands</p>	<p>USCIS Phoenix Lockbox</p> <p><b>For U.S. Postal Service (USPS):</b></p> <p>USCIS P.O. Box 21281 Phoenix, AZ 85036</p> <p><b>For FedEx, UPS, and DHL deliveries:</b></p> <p>USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>