

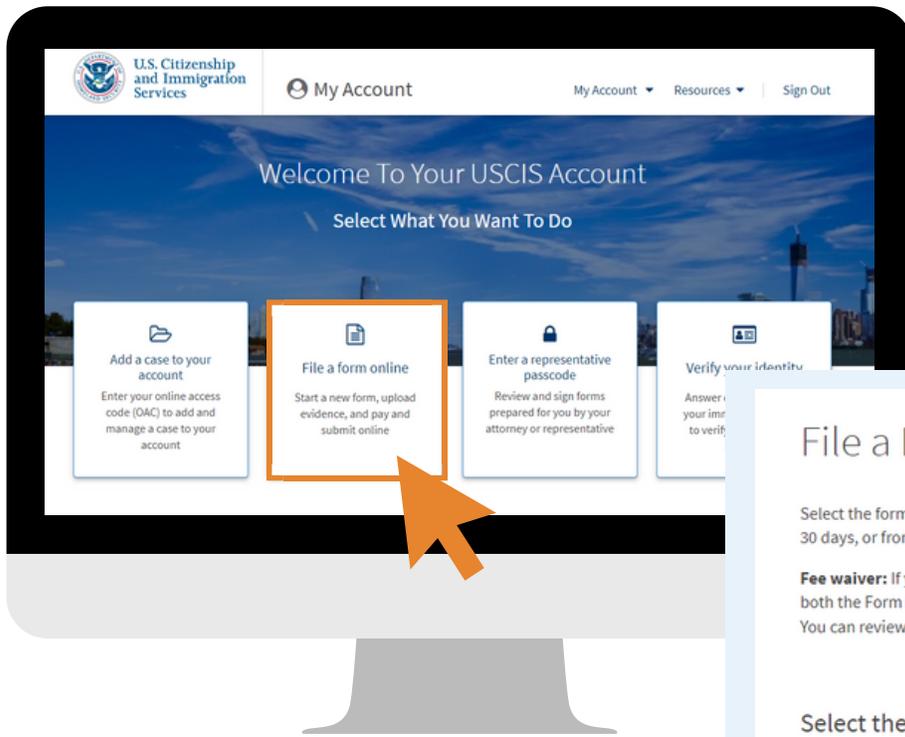
# STEM OPT Extension: Filing I-765 Online Guide

This guide is a useful tool for students applying for the [STEM OPT Extension](#) using the online application form with USCIS.

\*Please note that this guide is to help students with completing the Online I-765 Form with USCIS and should not be taken as legal advice.

\*\*It is very important that you do not submit your online I-765 Form without uploading your STEM OPT Requested I-20 from ISSS.

**\*\*STEM OPT Applications must be submitted to USCIS within 60 days of the I-20 issuance date or before the Post-Completion OPT End Date listed on the EAD Card - whichever comes first.**



In order to enter the I-765 Form, you will need to select "File a Form Online", and choose the I-765, Application for Employment Authorization.

## File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

Select the form you want to file online.

I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

**Note:** You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

[Start form](#)

# Section 1: Getting Started

## 1.1: Basis of Eligibility

**Important!**  
 Make sure you are selecting the correct type of Work Authorization you wish to apply for!  
 TIP: Check page 2 of your I-20 to confirm the type of Work Authorization you are applying for.

Application for Employment Authorization

What is your eligibility category?

**⚠ You can file your request online only for certain eligibility categories**  
 If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension

Enter the degree for which you are requesting the STEM extension (Bachelor, Master, Doctorate, etc.)

Enter your employer's name as listed in E-Verify

Enter your employer's E-Verify Company Identification Number (usually 4-7 digits).

Please note that the E-Verify number is NOT the employer's EIN (9 digits) that was listed on the Form I-983.

(c)(3)(C) STEM Extension

What is your degree?

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

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

## Section 1: Getting Started

### 1.2: Reason for Applying

I-765, Application for Employment Authorization

**Getting Started** ^

Basis of eligibility

**Reason for applying**

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

What is your reason for applying?

Initial permission to accept employment

Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error

Renewal of permission to accept employment

Have you previously filed Form I-765?

Yes

No

**Back** **Next**

Select this option for the STEM OPT Extension.

Check "Yes" and provide any applicable information and your previous EAD information in the "Additional Information" section.

## Section 1: Getting Started

### 1.3: Preparer & Interpreter Information

Select "No" if you are filing your I-765 yourself.

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying

**Preparer and interpreter information**

- About You v
- Evidence v
- Additional Information v
- Review and Submit v

Is someone assisting you with completing this application?

Yes

No

## Section 2: About You

### 2.1: Your Name

Enter your names exactly as they appear on your Form I-20.

I-765, Application for Employment Authorization

Getting Started v

**About You** ^

**Your name**

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence v

Additional Information v

Review and Submit v

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

Yes

No

If you have used any other names for official purposes, you will need to provide all other names you have ever used, including aliases, maiden name, and nicknames.

# Section 2: About You

## 2.2: Contact Information

Provide your daytime telephone number, mobile number (if not already your daytime telephone number), and email address.

Please use your personal email address for your MyUSCIS Account usage, do not use your Stevens email address.

This is the address where you will receive all correspondence from USCIS. Please be sure that this address is valid for at least 4 months in the future. You may list a U.S. Post Office address (PO Box) if that is how you receive your mail. This cannot be the Stevens mailing address.

If you are using your own address, leave "In care of name" blank. If you use someone else's address, enter the person's name in item "In care of name".

**Address line 2**

Apartment, suite, unit, or floor

**City or town**      **State**      **ZIP code**

Provide a 5 or 9-digit ZIP code.

Is your current mailing address the same as your physical address?

- Yes
- No

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**Next**

Authorization

Getting Started

**About You**

Your name

**Your contact information**

Describe yourself

When and where you were born

Your immigration information

Other information

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**How may we contact you?**

**Daytime telephone number**

Provide a 10-digit phone number.

**Mobile telephone number (if any)**

 This is the same as my daytime telephone number.

Provide a 10-digit phone number.

**Email address**

Example: user@domain.com

**What is your current U.S. mailing address?**

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

**In care of name (if any)**

**Address line 1**

Street number and name

**Address line 2**

If your mailing address is different from your physical address, select "No" and enter the required information.

If your mailing address is the same as your physical address, select "Yes" and move to the next section.

# Section 2: About You

## 2.3: Describe Yourself 2.4: When and Where You Were Born

I-765, Application for Employment Authorization

Getting Started ▾

**About You** ▲

Your name

Your contact information

**Describe yourself**

When and where you were born

Your immigration information

Other information

Evidence ▾

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What is your gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

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Authorization

Getting Started ▾

**About You** ▲

Your name

Your contact information

Describe yourself

**When and where you were born**

Your immigration information

Other information

Evidence ▾

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Review and Submit ▾

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

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**Please remember to answer all questions accurately and review all information before submitting!**

## Section 2: About You

### 2.5: Your Immigration Information

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

**Your Immigration Information**

Other information

Evidence

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Review and Submit

What is your country of citizenship or nationality?  
List all countries where you are currently a citizen or national.

+ Add country

What is your Form I-94 Arrival-Departure Record Number (if any)?

Provide an 11 character I-94 Number.

When did you last arrive in the United States?  
List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

Place of arrival

Status at last arrival

Use your I-94 number, which can be found here:  
[www.cbp.gov/i94](http://www.cbp.gov/i94).

Use your I-94 information to complete this section. You may also refer to your most recent I-94 stamp in your passport.

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

If you used a travel document (not a passport) to travel to the United States, enter the travel document number here.

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

Input the information exactly as found in your passport.

What is your current immigration status or category?

Select the F-1 Category

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

Provide a 10, 11, or 12-digit SEVIS number.

Enter your SEVIS ID number which can be found on the top left of your most recent Form I-20. If you were issued more than one SEVIS number, enter other SEVIS number(s) in the Additional Information section.

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## Section 2: About You

### 2.6: Other Information Information

#### I-765, Application for Employment Authorization

Getting Started

#### About You

Your name

Your contact information

Describe yourself

When and where you were  
born

Your immigration  
information

#### Other information

Evidence

Additional Information

Review and Submit

#### What is your A-Number?

I do not have or know my A-Number.

A-

Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

#### What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

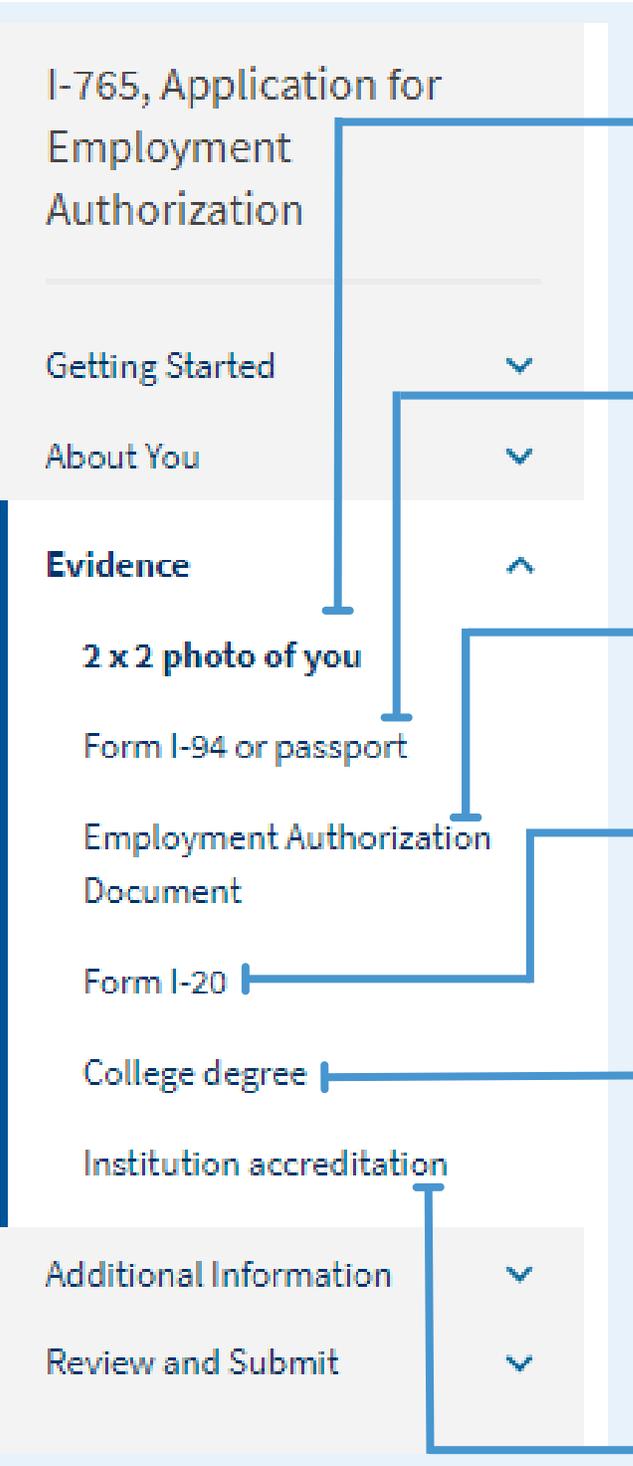
Provide a 12-digit Online Account Number.

Your A-Number is listed as the "USCIS #" on your EAD Card. Type it in this space. If you were issued more than one EAD card, enter A-Number listed on the most recent EAD card and provide all other numbers in Additional Information.

You will only have a USCIS Online Account number if you previously filed an application using the USCIS online filing system. If you did not, then this is left blank.

# Section 3: Evidence

When uploading evidence, it is important to adhere to the USCIS Name Formatting guidelines and to save your photos as a .jpeg, .jnp, or .png file.



Visit the Department of State website for passport photo standards. Photos must be NEW and taken within 30 days of your I-765 application. Do not use a copy of a photograph used for a previous passport, visa, or employment application.

You can obtain your I-94 arrival record in F-1 status on the [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov) website. Your passport must be valid 6 months into the future.

Scan and upload both the front and back of any past EAD cards.

This is where you will upload your new I-20 with STEM OPT recommendation. Be sure to print, sign and date the "Student Attestation" section on page 1, scan and upload your full I-20.

Either an official transcript showing your degree and program of study or a copy of your diploma showing your degree level and program of study. The major on your I-20 from Stevens must have a STEM-eligible CIP code from the STEM list. (If applying with a previous degree, please check with that school to confirm the current CIP code for your degree.)

If applying for STEM based on your degree from Stevens, this is NOT REQUIRED.

## Section 4: Additional Information

The screenshot shows the 'Additional Information' section of the I-765 application. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (expanded), 'Additional information', and 'Review and Submit'. The main content area is titled 'Additional Information' and contains instructions: 'If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should reference the questions that you are referencing. If you do not need to provide any additional information, you may leave this section blank.' Below the instructions are three input fields: 'Section' (with 'Evidence' selected), 'Page' (with 'Previously authorized CPT or OPT' selected), and 'Question' (with 'Previously authorized CPT or OPT' selected). A text area for 'Additional information' contains a sample entry: 'SAMPLE ONLY', 'OPT Work Authorization', 'N00123456789', '07/01/2020-06/30/2021', and 'Master's'. A character count '78/500' is shown at the bottom right of the text area. At the bottom are 'Save response' and 'Cancel' buttons.

Use this section to list details of your Post-Completion OPT. Include any information of additional OPT Approvals, Curricular Practical Training (CPT) Approvals, or any previous SEVIS ID(s). Follow the sample format shown here.

## Section 5: Review & Submit

**\*\*Once you submit your payment information and the payment is received, USCIS considers your application OFFICIALLY SUBMITTED and you can no longer make changes or edits to your application.\*\***

This fee is non-refundable whether you withdraw your application or if it is denied.  
For more information, please visit the USCIS website: <https://www.uscis.gov/forms/paying-uscis-fees>

Upon submission, the form will prompt you to sign electronically.  
**Make sure to review all information prior to payment and submission!!!**

**If your I-20 has been issued more than 60 days ago, DO NOT SUBMIT your STEM OPT application to USCIS & contact the ISSS Office for a new I-20!!!**

**USCIS must receive your application prior to the end date of your Post-Completion OPT!**