

**You are eligible to apply for the 24-month STEM OPT Extension if:**

- You are approved for your initial allocation of 12 months of post completion OPT.
- You have kept CIP updated with both your physical address and employer address.
- You have not exceeded more than 90 days of unemployment while on OPT.
- You have completed Bachelor's or Master's degree in eligible STEM field.
- You are currently working, or have a paid job offer to work, in a position directly related to the STEM degree obtained and for an employer who participates in the USCIS E-Verify system. **Self-employment is not allowed.**

**You can complete the application online at [uscis.gov](https://uscis.gov) or by mailing your documents.**

**You must apply in the 90 day window before your current OPT expires. The following materials must be received by USCIS before your current OPT expires.**

- I-765 Form [www.uscis.gov/files/form/i-765.pdf](https://www.uscis.gov/files/form/i-765.pdf)
  - List your eligibility code in question 16 as (c) (3) (c)
- Signed copy of I-20 Form with STEM OPT recommendation issued by CIP (must contact CIP to receive)
- Copy of OPT I-20(s) from current level of study
- Fee of \$410, payable to U.S. Department of Homeland Security. You will need to use a credit card for the online application. For the paper application:
  - Can use a personal check or money order OR
  - Can pay by credit card by completing form G-1450
- 2 colored passport photographs
  - Lightly write your name and SEVIS ID on the back of the photos
- Photocopy of your passport (identification pages and US visa page)
- Photocopy of I-94
- Photocopy of both sides of previous Employment Authorization Document (EAD) & I-797 Notice of Action
- Copy of your USI degree and final transcript which shows the level of degree and field of study
- Letters from all OPT employers verifying dates of employment
- Letter from current employer, or offer of employment from future employer, including the employer's E-Verify Company Identification Number

**Remember:** It is important to keep a copy of all of the documents submitted to USCIS. **It can take USCIS 70-90 days to approve your OPT extension. Your authorization will begin the day after your current OPT expires.** Please contact Center for International Programs at 812/465-1248 if you have any questions.

**Your application must be received by USCIS before your current OPT expiration date.**

**For mailing your application, use the following address:**

**USCIS Chicago Lockbox**

*For U.S. Postal Service*

USCIS  
P.O. Box 805373  
Chicago, IL 60603

*For Express mail & commercial courier deliveries:*

USCIS  
ATTN: I-765 C03  
131 South Dearborn – 3rd Floor  
Chicago, IL 60603

***Please refer to side 2 for I-20 application***

This form is required by Center for International Programs to recommend the student for the STEM OPT extension.

**FOR OFFICE USE ONLY**

Please complete and return this form along with I-983 form to Nicole at [nmvernon@usi.edu](mailto:nmvernon@usi.edu), or by fax: 812-228-5097

\_\_\_\_\_  
DATE RECEIVED

**TO BE COMPLETED BY STUDENT:**

Today's Date: \_\_\_\_\_ USI ID #: \_\_\_\_\_

Full Name: \_\_\_\_\_

Current address: \_\_\_\_\_  
Street City  
\_\_\_\_\_  
State Zip Code

**When does your current OPT expire? (Please refer to your EAD card). You can only apply for the STEM OPT 90 days before your current OPT expires. The application must be received by USCIS before your current OPT expires. STEM OPT authorization will only begin the day after your current OPT expires.**

Current OPT Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

**A COMPLETED I-983 TRAINING FORM MUST BE SUBMITTED WITH THIS APPLICATION IN ORDER FOR THE I-20 TO BE ISSUED. YOU CAN FIND THE I-983 TRAINING FORM AND INSTRUCTIONS HERE:**

<https://studyinthestates.dhs.gov/form-i-983-overview>

**A new I-983 is required to be submitted to CIP within 10 days if:**

- Beginning a new practical training opportunity with a new employer during the 24-month extension
- Any time there is a "material change" in the terms and conditions of the original I-983