

# Applying for 24-month STEM OPT Extension



# How to Apply for STEM OPT extension online

*Do not submit an online application if you have already filed by mail.*

**These instructions are specific to applications for 24-Month OPT STEM Extension, which is I-765 eligibility code (c)(3)(C). Please use these instructions as a guide.**

**This resource is not offered as legal advice. Your OPT application remains your own, and any errors in your application are your responsibility.**

You can apply for a STEM OPT Extension no earlier than the 90th day prior to the end of your EAD card.

We recommend using this [planning tool](#) provided by the Department of Homeland Security.

# Steps with the International Student Office

1. Complete the **OPT STEM Extension I-20 Request Form**.
  - If you are applying for a STEM extension based on a degree prior to your most recent RIT degree, you must also complete the **STEM Extension Based on Prior STEM Degree Form**.
2. Complete pages 1-4 of the **Form I-983 Training Plan for STEM OPT Students** with your employer.
  - Digital signatures are accepted.
  - **Form I-983 instructions** and **Form I-983 sample**.
3. Pay ISS 2-Year Support **Administrative Fee**.
  1. Please pay the fee with a credit card (MasterCard or Visa). This fee will be used for ongoing ISS support to you as a graduate of RIT. Please save a copy of the emailed receipt.

# Steps with the International Student Office

4. Email the ISS fee receipt\*, OPT STEM Extension I-20 Request Form, and Form I-983 to [OPTSTEM@rit.edu](mailto:OPTSTEM@rit.edu) no more than 90 days prior to your EAD expiration date.
  - We will ask you to re-submit your request if received more than 90 days before your EAD expiration.
  - If your EAD card expires within 2 weeks of submission of your documents, please indicate that in the subject of your email.
5. Within 4-5 business days of receiving these documents, our office will issue your STEM I-20. After receiving the copy of the I-20 with the STEM OPT recommendation from us, you will sign it on the first page. This I-20 should be included with your application to USCIS for the STEM EAD card.

# Steps with the USCIS

Gather and scan the required documents and [complete the online application](#) following the instructions in the next pages.

Your application must be received by USCIS no later than the end date on your EAD card and within 60 days of the creation of the STEM I-20. Otherwise, they will deny your request.

We strongly recommend that you keep a copy of your application for your records.

# Gather and Scan Required Documentation

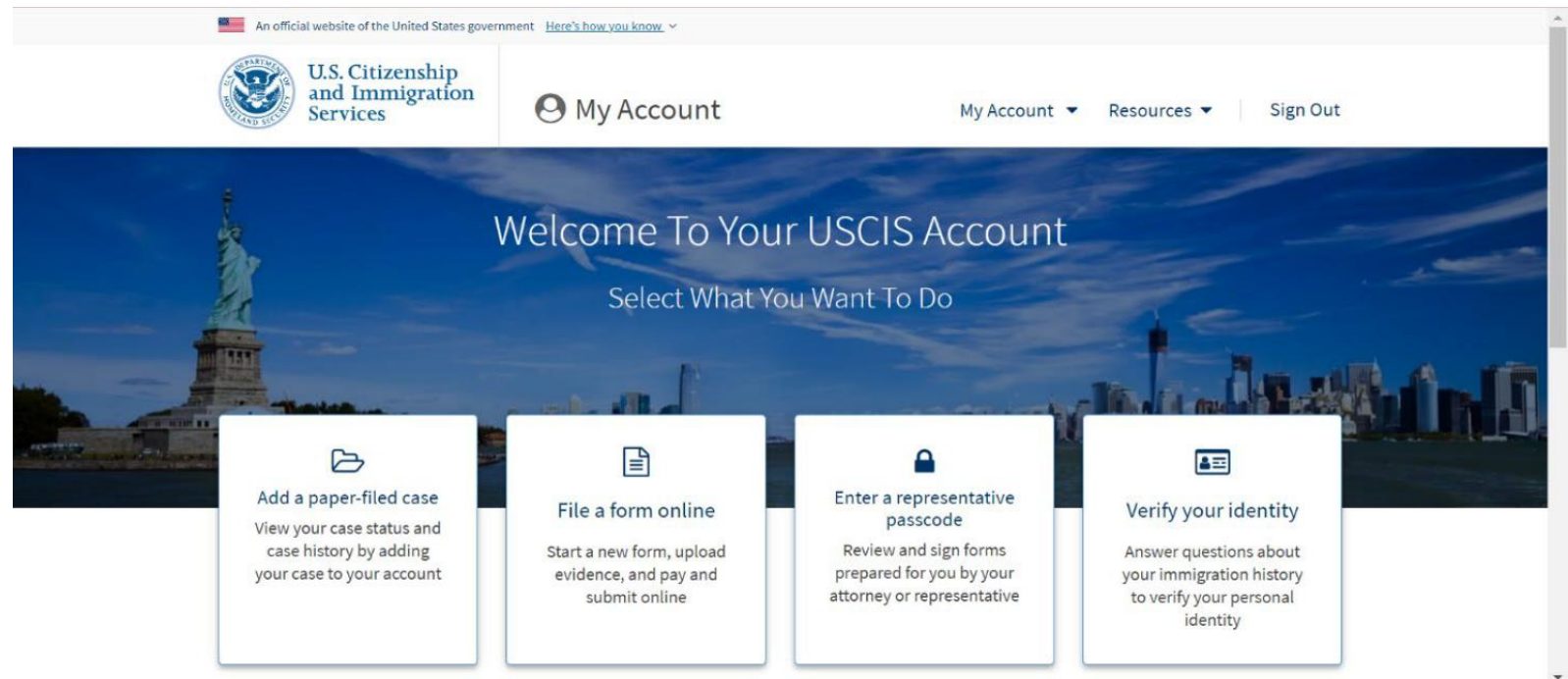
- **Passport style photograph.** Photos must be taken within the last 30 days and cannot have previously been used for a passport, visa, or other US government-related application. See [Department of State's guidelines](#).
- **Form I-94.** Provide a copy of your most recent I-94 arrival/admission record from [CBP's website](#). Do not include the travel history page, only the I-94 with your name and most recent admission details.
- **Previously-issued Employment Authorization Document (EAD)** (scans of both front and back). The copy you submit must clearly show your facial features and contain your biographical information.
- **I-20 Recommending OPT STEM Extension.** Be sure you have signed and dated page 1.
- **Copy of diploma or unofficial transcripts with degree conferral date**
- **Employer's E-Verify ID and Listed Name.** There is no need to scan this but keep the information ready.



# Create a USCIS account and then file for OPT online

*You may use your existing account if you have previously created one.*



**After signing in to your account, select “File a form online” on the landing page:**



Then select “*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.

 Concurrent filing available 

Select the form you want to file online.

- ☐ I-90, Application to Replace Permanent Resident Card
- ☐ I-130, Petition for Alien Relative
- ☐ I-539, Application To Extend/Change Nonimmigrant Status
- ☒ 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 submit Form I-765 online only if your eligibility category is:

- (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);
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821); or
- (c)(19) - Temporary Protected Status (You have a pending Form I-821.)

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

- ☐ I-821, Application for Temporary Protected Status (TPS)
- ☐ N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- ☐ N-400, Application for Naturalization
- ☐ N-565, Application for Replacement Naturalization/Citizenship Document
- ☐ N-600, Application for Certificate of Citizenship



# Basis of Eligibility

For 24-month STEM  
OPT extension of  
work, select  
**(c)(3)(C) STEM  
Extension.**

I-765, Application for  
Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter  
information


About You

Evidence

Additional Information

Review and Submit

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

What is your degree?

# Verification of Employer

Provide your **employer's name** and **identification number** listed in E-Verify.

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?

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# 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

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## What is your reason for applying?

- Select “Renewal of permission to accept employment”.

## Have you previously filed Form I-765?

- Select “Yes”.

# Preparer and Interpreter Information

**Is someone assisting you with completing this application?**

- Select “No”.

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information**

About You v

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Review and Submit v

Is someone assisting you with completing this application?

☐ Yes

☐ No

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# About You

## What is your current legal name?

- This name should match what is indicated on your passport. If you do not have a middle name you should leave the box blank; do NOT put N/A.

## Have you used any other names since birth?

- If No, select “No” and continue to the next section.
- If Yes, select “Yes” and provide all other names you have ever used, including aliases, maiden name, and nicknames.

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 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

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# Your Contact 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 ▾

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

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

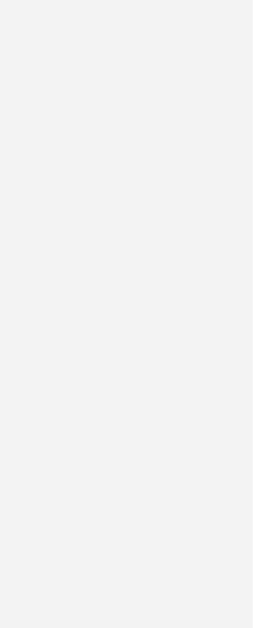
## How May We Contact You?

- Enter your phone number and your mobile phone number (if different). If the numbers are the same, you can click “this is the same as my daytime telephone number”. Enter your email address (we recommend using a personal email address).

## What is your current mailing address?

- Enter the mailing address where you wish to receive your EAD Card. The address must be within the US and should be valid for next 3-6 months until your OPT application is approved. If you believe you will change addresses within the next three months we recommend you instead list the address of a trusted friend or family member. If you choose to enter your friend’s or family member’s address, you must also include an “in care of” name. You may list a US Post Office address (PO Box) if you have one. **Please do not use the ISS address.**

# Your Contact Information



Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

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

☐ Yes

☐ No

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

- Select "Yes" if your mailing address (where you would like your notices/EAD card from USCIS to be sent to) is the same as your physical address (where you live).
- Select "No" if it is not the same. If you check "No," you must then write your current address you live at in the "Where in the United States do you live?" question that will appear on your screen.

# Describe Yourself

## What is your gender?

- Mark the box that best describes you.

## What is your marital status?

- Mark the box that best describes you.

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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# When and Where Were You Born?

**What is your city, town or village of birth? What is your state or province of birth? What is your country of birth?**

- Fill in your place of birth information.

**What is your date of birth?**

- Ensure you've written the date of your birth in MONTH/DAY/YEAR format. For example, if you were born May 07, 1990, you would enter 05/07/1990.

The screenshot shows a web form interface. On the left is a sidebar menu with the following items: 'Getting Started' (with a downward arrow), 'About You' (with an upward arrow and highlighted), 'Evidence' (with a downward arrow), 'Additional Information' (with a downward arrow), and 'Review and Submit' (with a downward arrow). Under 'About You', there are links for 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born' (which is highlighted), 'Your immigration information', and 'Other information'. The main form area contains three questions, each with a text input field: 'What is your city, town, or village of birth?', 'What is your state or province of birth?', and 'What is your country of birth?'. The country field is a dropdown menu. Below these is a date field labeled 'What is your date of birth?' with a placeholder 'MM/DD/YYYY'. At the bottom right are two buttons: 'Back' and 'Next'.

# Your Immigration Information

The screenshot shows a web form for immigration information. On the left is a sidebar with a vertical list of sections: 'Getting Started' (with a dropdown arrow), 'About You' (with an up arrow), 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information' (highlighted), and 'Other information'. Below these are 'Evidence', 'Additional Information', and 'Review and Submit', each with a dropdown arrow. The main content area has two sections. The first section is titled 'What is your country of citizenship or nationality?' with a subtitle 'List all countries where you are currently a citizen or national.' It features a large text input field, a '+ Add country' button, and a horizontal line. The second section is titled 'What is your Form I-94 Arrival-Departure Record Number (if any)?' and has a large text input field.

## What is your country of citizenship or nationality?

- Type the name of the country or countries where you are currently a citizen or national. If you are a citizen or national of more than one country, select + Add Country to add all of the countries where you hold citizenship.

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

- This information can be found on your most recent I-94 record under Admission Number. You can access your most recent I-94 [here](#). When you provide your record number, answer the question that will appear “**When did you last arrive in the United States?**”
  - List your arrival date, place of arrival, and status at arrival per your most recent I-94 record. If your ‘status’ listed says anything other than F-1, please call VIS for information about getting this information corrected.



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

What is your travel document number (if any)?

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

MM/DD/YYYY

What country issued your passport or travel document?

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

- Enter the passport number, found on the biography page of your currently-valid passport.

## What is your travel document number (if any)?

- Leave this blank.

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

- This information can be found on the biography page of your passport. Your passport should have at least 6 months' validity remaining from the date of your application to USCIS. Please
- speak with an ISS advisor before applying if your passport has expired or will expire within the next 6 months.

## What country issued your passport or travel document?

- This information can be found on the biography page of your passport.

What is your current immigration status or 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.

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## What is your current immigration status or category?

- Select “F-1 - Student, Academic or Language Program”

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

- Use the SEVIS number listed in the top left corner of your most recently issued I-20. Use the "Additional Information" section to include all previously used SEVIS numbers.

# Other Information

## What is your A-number?

- List the USCIS number on your EAD card.


## What is your USCIS Online Account Number?


- Either list your account number (if you have one) or select “I do not have or know my USCIS online account number”.

## Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- If Yes, list your social security number in the box provided
- If No, select that you would like an SSN card, select “yes” to consent of disclosure” then list your parents’ birth names.

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-

### 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.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes

☐ No

# Evidence

In this section you will be able to upload the supporting documents you previously gathered in preparation for completing the I-765 form.

## ■ 2 x 2 photo:

You can use the [Department of State's photo composition tools](#) to upload a photo that meets all the requirements.

Getting Started

About You

**Evidence**

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information

Review and Submit

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

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Next

# Evidence

## ■ Form I-94:

You can find your most recent I-94 on [CBP's website](#) by selecting “Get Most Recent I-94”. Do not upload your travel history.

Getting Started

About You

**Evidence**

2 x 2 photo of you

**Form I-94**

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information

Review and Submit

### I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

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I-765, Application for  
Employment Authorization

Getting Started

About You

**Evidence**

2 x 2 photo of you

Form I-94

**Employment Authorization  
Document**

Form I-20

College degree

Institution accreditation

Additional Information

Review and Submit

## Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

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# Evidence

- **Employment Authorization Document:**
  - **Upload a copy of your EAD card for your initial OPT period**

I-765, Application for  
Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ^

2 x 2 photo of you

Form I-94

Employment Authorization  
Document**Form I-20**

College degree

Institution accreditation

Additional Information ▼

Review and Submit ▼

I-20, Certificate Of Eligibility For Nonimmigrant  
Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

## File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload[Back](#)[Next](#)

# Evidence

## ■ I-20, Certificate of Eligibility for Non-Immigrant Student Status:

Upload your I-20 recommending STEM OPT extension that was recently issued by an ISS advisor. Make sure you sign & date the first page. You cannot apply for OPT extension without the I-20 recommending OPT extension.

I-765, Application for  
Employment Authorization

Getting Started ✓

About You ✓

**Evidence** ^

2 x 2 photo of you

Form I-94

Employment Authorization  
Document

Form I-20

**College degree**

Institution accreditation

Additional Information ✓

Review and Submit ✓

## College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

## File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload[Back](#)[Next](#)

# Evidence

- **Copy of diploma or RIT unofficial transcripts that have your degree completion date**

I-765, Application for  
Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ^

2 x 2 photo of you

Form I-94

Employment Authorization  
Document

Form I-20

College degree

**Institution accreditation**

Additional Information ▼

Review and Submit ▼

## Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

## File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload[Back](#)[Next](#)

# Evidence

- If you are filing for STEM based on your degree earned at RIT you can skip this section.

# Additional Information

Include any other additional information you have received that should be included in your OPT application.

## Example #1: If you have a previous SEVIS number:

- Section: Select "About You"
- Page: Select "Your immigration information"
- Question: Select "What is your Student and Exchange Visitor Information (SEVIS) Number (if any)?"
- Additional information: Enter your previous SEVIS ID number, degree level, and program dates. A previous SEVIS ID is a SEVIS ID other than what is on your most recently issued I-20. For example:
  - Previous SEVIS ID number: N0012345678
  - Program Dates: 09/05/2015 - 05/15/2017
  - Degree Level: High School

I-765, Application for  
Employment Authorization

Getting Started

About You

Evidence

**Additional Information**

Additional information

Review and Submit

## Additional Information

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 include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

Page

Question

Additional information

0/500

Save response

Cancel



# Review application, submit application, and pay fee

Once you review your application and no errors or incomplete fields pop up, you can submit, confirm you can read and understand English, and then digitally sign your application. You will then be taken to pay.gov to pay the application fee. You can pay with credit card, debit card, or US checking or savings account. No biometrics fee is required, only the I-765 application fee.

## I-765, Application for Employment Authorization

[Getting Started](#) ✓[About You](#) ✓[Evidence](#) ✓[Additional Information](#) ✓[Review and Submit](#) ^[Review your application](#)

### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

### Your fee

**i** Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

# Thank You

Questions? [www.rit.edu/iss/contact](http://www.rit.edu/iss/contact)