24-Month STEM Application Check List

STEP 1:
  a. Complete Form I-983 with current employer  
  b. Complete Form I-765

STEP 2: Complete STEM Application

STEP 3: Once your application has been processed, your I-Center advisor will email you. When you receive your STEM packet, be sure to:
  a. Check Form I-765 for any corrections/changes  
  b. Sign original Form I-765 in BLUE ink  
  c. Sign both Forms I-20 in blue ink - send the copy to USCIS, and save the original for yourself

STEP 4: Mail the following documents to USCIS lockbox immediately after receiving your new I-20:
  1. Copy of Form I-20 requesting STEM Extension (signed by you)  
  2. Completed and signed Form I-765  
     a. On Line 27, list (c)(3)(C)  
     b. On Line 28.a-c., type your degree (Bachelors, Masters, Doctorate) and enter your Employer’s Name & E-Verify ID Number  
  3. Copy of previous Form I-20 reflecting Post-Completion OPT Approval on page 2  
  4. Copy of your current EAD card (front and back)  
  5. Copy of your most recent I-94  
  6. Copy of your most recent F-1 student visa  
  7. Copy of the Passport Identification Page with picture, expiration date, and birth date  
  8. $410 filing fee  
     a. Personal check or money order made payable to “US Department of Homeland Security” or  
     b. Form G-1450 Authorization for Credit Card Transaction  
  9. Evidence of degree that serves as basis for the STEM OPT extension:  
     a. Copy of Tufts University diploma  
     or  
     b. official transcripts showing the level and program of study and the date of degree completion.  
        i. For questions about obtaining transcripts, please contact Tufts Student Service Center (Medford Campus), (617) 627-2000 or at your School Registrar’s Office (Health Sciences Campus). The International Center cannot request or issue transcripts for you.  
        c. If you are applying for a STEM OPT extension based on a previously earned STEM degree, you must also include a copy of your prior STEM degree and evidence that the institution is currently accredited by the U.S. Department of Education and certified by the SEVP  
  10. Two recent passport-sized photographs, according to USCIS specifications  
     a. Two color photos taken within 30 days of the date the application is filed  
     b. Write your full name & SEVIS ID printed in pencil or felt-tip pen on the back placed in a labeled envelope  
        i. For more information about photos, go to:  
        https://travel.state.gov/content/travel/en/passports/how-apply/photos.html

Mailing Instructions
Your packet must be received by USCIS within 60 days of the I-20 issued date and no later than the last date of your post-completion OPT.  
  1. Recommended mailing method: shipping with a tracking number such as certified, express etc.  
  2. Send to USCIS Phoenix or Dallas Lockbox, based on where you currently live.