

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.