

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 one to USCIS and save the other for yourself (the one with the travel signature should stay with you)

STEP 4: Mail the following documents to USCIS lockbox within 30 days of the recommendation I-20 issue date:

1. *One* 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 [I-94 card](#)
6. Copy of your most recent F-1 visa stamp
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"
9. Copy of official transcripts showing the level and program of study and the date of degree completion.
 - a. 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.
10. Two Recent Photos, 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:
<http://travel.state.gov/passport/pptphotoreg/photoexamples/photoexamples5300.html>

Mailing Instructions

USCIS LOCKBOX FACILITY

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.