[Elmhurst University](#)
[International Student Services](#)

24-Month STEM OPT Extension
I-765 Online Filing Guide

Last updated 04/2024

☑ This guide should only be used for **24-Month STEM OPT applications filed online, not any other type of USCIS application**. If you are replacing a lost, stolen, or incorrect EAD card, please consult an ISS staff member.

☑ This document, as well as any other application review support from ISS, should not be considered legal advice. You are responsible for accurately completing your forms and timely submitting your application!

I-765 Online Filing Steps: Overview

- **Step 1**: Create a USCIS online account or sign into an already existing account on the USCIS website. Details on how to create an account are available on the USCIS website.

- **Step 2**: Select "File a Form Online"
    Select "Application for Employment Authorization (I-765)".

- **Step 3**: Complete all sections of the I-765 online (as outlined in this guide).

- **Step 4**: Monitor your case status and respond to any requests for evidence.

    For additional support, see USCIS' Tips for Filing Forms Online

Getting Started

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

- **Getting Started** ⌃
  - **Basis of eligibility**
  - Reason for applying
  - Preparer and interpreter information
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- Additional Information ⭐ ⌄
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Basis of Eligibility

- **What is your eligibility category?** Select "STEM Extension, (c)(3)(C)"
- **What is your degree?** Write your academic level and the CIP code found on your I-20. You can list your full degree information in the *Additional Information* ⭐ section.
- **What is your employer's name as listed in E-Verify?** Write your employer's name exactly as listed in E-Verify.
- **What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?** Fill in your employer's E-Verify Number (not EIN). This should be a number between 4-7 digits long.
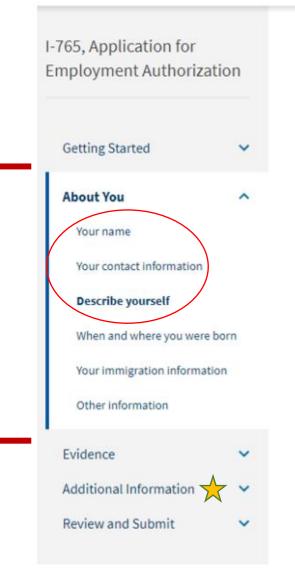
Reason for Applying

- **What is your reason for applying?** Select *Initial 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

THIS DOCUMENT SHOULD BE USED FOR REFERENCE AND NOT CONSIDERED LEGAL ADVICE. USE FOR 24-MONTH STEM OPT EXTENSION ONLINE APPLICATIONS ONLY.

About You

Your Name

- **What is your current legal name?** Enter your full name as it appears on your **passport**. If your full name does not fit in the spaces provided, use the *Additional Information* ⭐ section to list your full name.
- **Have you used any other names since birth:** You can use this section if you have ever changed your name OR if your name appears differently on different legal documents. If this does not apply to you, select "No".

Your Contact Information

- **How may we contact you?**
  - ❑ Daytime telephone number
  - ❑ Email address (do not use a "u.rochester.edu" email address; it is invalid in the online form)
  - ❑ What is your current U.S. mailing address? (see next page)
  - ❑ Is your current mailing address the same as your physical address? (see next page)

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.

About You

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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

US Mailing Address: The address you enter here is where your EAD card and any other notices from USCIS will be mailed. **This should be an address where you can securely receive mail for the next 6 months.**

If the mailing address you are using is different from where you live, select "No". You will be prompted to list your current residential address. If the mailing address you are using is the same as your physical address, select "Yes".

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

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

About You

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About You ∧

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When and Where You Were Born

- What is your **city/town/village, state/province, and country of birth?**
- What is your **date of birth?** Enter your date of birth in MONTH/DAY/YEAR format.

Your Immigration Information

- What is your **country of citizenship or nationality?** If you are a citizen or national of more than one country, select *+ Add Country* to add all the countries where you hold citizenship.
- What is your **Form I-94 Arrival-Departure Record Number?** You can find this on your I-94 record, when you select Get Most Recent I-94.

- **When did you last arrive in the United States?**
  - ❑ **Date of Arrival:** You can find this on your I-94 record.
  - ❑ **Place of arrival** (Port of Entry): Click on the Travel History button on your I-94 record to access this information.
  - ❑ **Status at last arrival**: Select **F-1 Student**

- What is the **passport number** of your most recently issued passport?
- What is your **travel document** number (if any)? You can leave this blank unless you have a travel document other than a passport.
- What is the **expiration date of your passport** or travel document?
- What **country issued your passport** or travel document?
- What is your **current immigration status** or category? Select **F-1 Student**
- What is your **Student and Exchange Visitor Information System (SEVIS) Number?** You can find your SEVIS Number on your I-20.

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Other Information

- **What is your A-number?**
  - ❑ You can enter the 9 -digit "USCIS #" on your current EAD card as your "A - Number".

- **What is your USCIS Online Account Number?**
  - ❑ Since you have previously applied for OPT, you can enter the 9 -digit "USCIS #" on your current EAD card
  - ❑ Select "I do not have or know my USCIS Online Account Number" if applicable.

- **Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?**
  - ❑ Select Yes or No.

- **Do you want the SSA to issue you a Social Security card?**
  - ❑ Select No IF you already have an SSN card.

  - ❑ Select Yes IF you do not have an SSN or have lost your card. You will be prompted to complete additional information so SSA can issue you a social security card.

  [Being approved for OPT automatically makes you eligible for a Social Security Number, so you can apply for one along with your OPT application. Your Social Security Card will be sent to the mailing address used for this application.]

Evidence

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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 ⌄

2x2 Photo of you:
- Upload a passport photo that meets USCIS specifications. Local convenience stores (such as CVS) may provide digital passport photos. Use the photo tool to upload your photo and ensure it meets the photo requirements.

Form I-94:
- Upload a COPY of your I-94 record. You can look up your most recent I-94 online.
- If you processed a Change of Status within the US upload a copy of your I-797A Notice of Approval.

Employment Authorization Document:
- Upload a COPY of your **Passport ID page** AND…
- Upload a front-and-back COPY of any previous/current EAD(s). **All students applying for the STEM OPT extension have a current EAD** and may have previous EADs.

Form I-20:
- Upload a COPY of your STEM Recommendation I-20 (after you have printed and signed/dated the I-20 in blue ink)

College Degree
- ISS recommends including both a copy of your diploma (required) and transcript (optional). The proof of your degree must include the degree name & date awarded.

Institution Accreditation
- If applying for the STEM Extension based on a previously earned STEM degree (not connected to your current OPT), you should provide evidence that the degree is currently accredited by the US Department of Education and certified by SEVP. If the previously-earned degree is from Elmhurst University, you can find the statement of accreditation status from Registration and Records. If the previously earned degree is from a different university, please contact your previous university directly.

Additional Information

(as applicable to your situation)

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Getting Started ⌄

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    Additional information

Review and Submit ⌄

USE THIS SECTION IF:

- You need to list your complete degree information from the *Getting Started* section.
  - Write out the full **level**, **name** & **CIP code** of your degree as listed on your I-20, if this information could not fit in the *Getting Started* section.
  - Example: **Complete degree information: Master's in Computer Systems Networking and Telecommunications 11.0901**

- Your full name could not fit in the *About You* section.
  - Example: **Complete legal name: Last name:_____, First name: _____, Middle Name: _____**

- Your I-94 record does not list your most recent entry.
  - Example explanation: **Public I-94 record system was not updated after most recent travel to Canada. The I-94 record uploaded in the "Evidence" section does not reflect my most recent entry to the United States referenced in the "About You-Your Immigration Information" section.**

- You have any previous SEVIS numbers
  - **Section**: About You, **Page**: Your Immigration Information
    Additional Information: List your previous SEVIS ID number and the degree level (High School,Bachelor's Master's,etc.) associatedwiththatSEVISID.

Review & Submit

- **Review your application**: ISS recommends that you review your application before submitting to USCIS.

- **Read and agree to the "Applicant's Statement".**

- **Digitally sign**

- **Pay the application fee:** The system will direct you to Pay.gov, a US government payment site, to pay the required I-765 application fee. You will be able to pay using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.

- **Submit your application!** After submission, your application will automatically be assigned a USCIS receipt number. You can print out an electronic receipt from your myUSCIS account portal. A paper receipt notice will follow in the mail a few weeks later.

IMPORTANT: Once you submit your payment information and the payment is successfully received, USCIS considers your application OFFICIALLY SUBMITTED. You cannot change or edit your I-765 application responses after payment has been submitted.

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