



# Bluefield State University

## OPT STEM EXTENSION

In order to apply for a STEM extension, you must meet the following requirements:

- Your education level shown in SEVIS is the bachelor's degree.
- You have not previously received an OPT extension after earning a STEM degree.
- Your major shown in SEVIS is on the STEM CIP LIST approved by DHS for a STEM extension.
- Your current OPT has not expired.
- Your current employer's name and address are entered in SEVIS.
- Your employer must be an E-Verify employer, and YOU are responsible for providing the E-verify identification code.
- You may file for a STEM extension 120 days prior to the expiration date of the current OPT. To apply for a STEM extension, you will need to submit the following to ICE:
  - Current EAD card
  - I-797 approval notice (if available)
  - Official transcripts, unofficial transcripts, OR a copy of your diploma showing your education level and course of study
  - Passport, Visa, and I-94
  - ALL original I-20s you have been issued
  - Two passport sized photographs (2" x 2") which meet USCIS specifications for the employment card (For specific photo requirements visit the website below)  
[http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)
  - For information about the filing fee, please visit <https://www.uscis.gov/i-765> and follow the guidelines provided.
  - I-765 Application for Employment Authorization

All forms, including form I-765, can be found at the USCIS.gov website. Go to <http://www.uscis.gov/forms>, scroll down to I-765, click on the link, and it will take you to the page (<http://www.uscis.gov/i-765>) where you can download the form along with the instructions.

Bring your application packet for review by the PDSO and to obtain a new I-20.

Note: The I-797 approval notice is sent by USCIS once the OPT application has been approved. It is usually sent in a separate envelope from the EAD and usually arrives a week or so before the card does.

Mailing instructions:

- Applicant is responsible for sending materials to USCIS Service Center.
- When sending via United States Postal Service (USPS), ship to the following address:

USCIS Dallas Lockbox  
P.O. Box 660867  
Dallas, TX 75266

- When sending via Courier Service (FedEx, UPS, etc.) ship to:

USCIS  
250 S. State Hwy. 121, Business  
Suite 400  
Lewisville, TX 75067

If delivery number is needed use: (800)375-5283

PROCESSING FOR A STEM EXTENSION MAY TAKE UP TO 3 MONTHS. Please review guidelines/rules at <http://www.uscis.gov> to see if you are allowed to work with an expired EAD while a STEM extension of OPT is pending.