

# GUIDE TO FILING FORM I-765 ONLINE

# STEM EXTENSION OPT

After reviewing the STEM OPT Extension Instructions and receiving the STEM OPT Extension I-20 from UND ISSS, F-1 students must submit their Form I-765 STEM OPT Extension application to USCIS for adjudication. USCIS must receive the Form I-765 and supporting documents prior to the student's OPT EAD expiration date.

***It is the student's responsibility to ensure the Form I-765 is completed fully, accurately, and includes all required document uploads before submitting their application to USCIS.***

Effective April 12, 2021, F-1 students seeking OPT approval can [file the Form I-765 online](#) via [myUSCIS](#). The online filing option allows F-1 students to apply for the STEM Extension OPT EAD, request a Social Security Number (SSN) (if needed), upload supporting application documents, pay the \$470 filing fee, track the status of their application, communicate with USCIS through a secure inbox, and respond to Requests for Evidence (RFE).

Students must have copies of the following documents ready to upload when filing the Form I-765 through [myUSCIS](#):

## REQUIRED APPLICATION DOCUMENTS

- Recent Passport-style color photograph** (JPG, JPEG, or PNG)
  - Must comply with [U.S. Department of State passport photograph requirements](#)
- Passport photo page** that includes name, passport number, and expiration date (JPG, JPEG, PDF, TIF, TIFF)
  - Passport must be valid for at least 6 months from the application date
- Most recent form I-94** (JPG, JPEG, PDF, TIF, TIFF)
  - Form is available here [I94 - Official Website \(dhs.gov\)](#)
- Verification of Graduation from UND** (JPG, JPEG, PDF, TIF, TIFF)
  - A copy of official or unofficial UND transcript OR a copy of UND diploma showing degree earned and program of study will fulfill this requirement
- Signed I-20 with STEM Extension OPT recommendation**, pages 1&2 (JPG, JPEG, PDF, TIF, TIFF)
  - Student must print I-20 and sign the **Student Attestation** section in ink
    - Student must confirm the CIP code following **Major 1** under **Program of Study** on Page 1 of the STEM OPT Extension I-20 matches a code on the [DHS STEM Designated Degree Program List](#). Students who do not have a I-20 with a STEM-eligible CIP code must not proceed with application and need to contact UND ISSS.
    - **REMINDER:** Student must check the expiration date of their OPT EAD and Date Issued on Page 1 of their STEM OPT Extension I-20. If their application is received by USCIS after the expiration of the OPT EAD and/or more than 60 days after Date Issued on Page 1 of the STEM OPT Extension I-20, their STEM OPT Extension will be denied.

After receiving the OPT I-20 from UND ISSS, the student must create a myUSCIS account. From the student’s myUSCIS account, under *File a Form*, select “Application for Employment Authorization (I-765)”.

It is the student’s responsibility to complete the Form I-765 application fully and accurately in accordance with USCIS instructions. Students may use the guide below for additional assistance.

Form I-765 Question or Entry Field	Response
<b>What is your eligibility category?</b>	Choose “c(3)(C) STEM Extension”.
<b>What is your degree?</b>	Enter degree/major name as it appears on UND diploma. There is a 40 character limit; if needed, shorten or abbreviate and use the <b>Additional Information</b> section to clarify the response.
<b>What is your employer’s name as listed in E-Verify?</b>	Enter the employer’s name as it is listed with E-Verify. There is a 40 character limit; if needed, type as much as can fit and use the Additional Information section to clarify the response.
<b>What is your employer’s E-Verify company identification number or a valid E-Verify client company identification number?</b>	Enter the four- to seven-digit E-Verify number. Do not enter the Employment Identification Number (EIN).
<b>What is your reason for applying?</b>	Select “Renewal of permission to accept employment”
<b>Have you previously filed Form I-765?</b>	Select “No” if the student has never applied for OPT before. If the student has applied for OPT with USCIS in the past and it was approved, denied, or withdrawn, select “Yes”.
<b>Is someone assisting you with completing this application?</b>	Select “No”
<b>What is your current legal name?</b>	Enter name exactly as it appears on student’s passport.
<b>Have you used any other names since birth?</b>	Select “Yes” or “No”. If “Yes”, the student must enter other names. Most students will select “No”.
<b>How may we contact you?</b>	Enter preferred phone number(s).
<b>Email address</b>	Enter preferred personal or UND email address
<b>What is your current U.S. mailing address?</b>	Students are recommended to use an address they will reliably have access to up to six months after graduating from UND. Students may use someone else’s address if they will be moving.  <b>In care of name (if any)</b> - If the student is using someone else’s address, such as a friend or family member’s, to receive their mail, enter their name here. Otherwise, leave blank.

Form I-765 Question or Entry Field <i>(continued)</i>	Response
<b>Is your current mailing address the same as your physical address?</b>	Select “Yes” or “No”. If “No”, the student must enter their current physical address (i.e., where they currently live).
<b>What is your gender?</b>	Select one of the options.
<b>What is your marital status?</b>	Select one of the options.
<b>What is your city, town, or village of birth?</b>	Enter the student’s city, town, or village of birth.
<b>What is your state or province of birth?</b>	Enter the student’s state or province of birth. If none, leave blank
<b>What is your country of birth?</b>	Enter the country where the student was born.
<b>What is your date of birth?</b>	Enter the student’s date of birth formatted as MONTH/DAY/YEAR.
<b>What is your country of citizenship or nationality?</b>	List all countries where the student is a citizen or national.
<b>What is your Form I-94 Arrival-Departure Record Number (if any)?</b>	Enter the number from the student’s <a href="#">most recent electronic Form I-94 Record</a>
<b>When did you last arrive in the United States?</b>	<p>Enter the arrival date, place of arrival, and status at arrival, as it appears on the student’s most recent I-94 record.</p> <p><b>Date of arrival</b> – Enter the date of arrival as MONTH/DAY/YEAR.</p> <p><b>Place of arrival</b> – Select the city or port of entry. If the student was admitted at a CBP pre-clearance site, the student may select that site as their place of arrival (e.g., “ABU DHABI PRECLEARANCE AIRPORT”).</p> <p><b>Status at last arrival</b> – Most students will select “F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM.”</p>
<b>What is the passport number of your most recently issued passport?</b>	Enter passport number
<b>What is your travel document number (if any)?</b>	Leave blank
<b>What is the expiration date of your passport or travel document?</b>	Enter passport expiration date.
<b>What country issued your passport or travel document?</b>	Select the country that issued the student’s passport.
<b>What is your current immigration status or category?</b>	Select “F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM.”
<b>What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)</b>	Enter the SEVIS number from top left corner of the OPT I-20, beginning after “N”.

Form I-765 Question or Entry Field ( <i>continued</i> )	Response
<b>What is your A-Number?</b>	<p>If the student was previously issued an EAD by USCIS, enter the USCIS # from the EAD.</p> <p>If the student does not know their A-Number or does not have an A-Number, select the checkbox. Most students will select the checkbox.</p>
<b>What is your USCIS Online Account Number?</b>	<p>If applicable, enter the student’s USCIS Online Account Number (OAN). If the student does not know their OAN or does not have an OAN, select the checkbox. Most students will select the checkbox.</p>
<b>Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?</b>	<p>If the student has a Social Security Number (SSN), select “Yes” and enter the SSN. Students that have never applied for an SSN must select “No”.</p>
<b>Do you want the SSA to issue you a Social Security card?</b>	<p>If the student needs an SSN or if they would like the SSA to issue a reprint of their SSN card, select “Yes”. Selecting “Yes” requires the applicant to agree to the Consent for Disclosure and enter their father’s and mother’s birth names.</p>
Evidence	Files to Upload
<b>2 x 2 Photo of You</b>	<p>Copy of a recent passport-style color photograph that meets <a href="#">U.S. Department of State passport photograph requirements</a>.</p>
<b>Form I-94</b>	<p>Copy of <a href="#">most recent electronic Form I-94 Record</a>; travel history is not required.</p>
<b>Employment Authorization Document or Government ID</b>	<p>Copy of OPT EAD <b>AND</b> copy of passport page that includes photo, passport number and expiration date. Passport must be valid for at least 6 months from application submission date.</p>
<b>Form I-20, Certificate of Eligibility for Nonimmigrant Student Status</b>	<p>Student must have received an I-20 <u>with STEM OPT Extension recommendation</u> from UND ISSS and student must sign and date the <b>Student Attestation</b> section in ink. Student’s typed or electronic signature on the STEM OPT Extension I-20 is not allowed.</p> <p>Student must check the <b>expiration date of their OPT EAD</b> and <i>Date Issued</i> on <u>Page 1</u> of their STEM OPT Extension I-20. If their application is received by USCIS after the expiration of the OPT EAD and/or more than 60 days after Date Issued on Page 1 of the STEM OPT Extension I-20, their STEM OPT Extension <u>will be denied</u>.</p>

Evidence ( <i>continued</i> )	Files to Upload
<b>College Degree</b>	<p>A copy of official or unofficial UND transcript <b><i>OR</i></b> a copy of UND diploma showing degree earned and program of study. Most students apply for STEM OPT Extension based on their most recently obtained degree from UND.</p> <p>Students applying for STEM OPT Extension based on a prior STEM degree must upload a copy of the transcript or diploma for the previously earned STEM eligible degree.</p>
<b>Institution Accreditation*</b>	<p><i>*This upload does not apply to most UND graduates.</i></p> <p>Only applicable for students applying for STEM OPT Extension based on a prior degree. Most students apply for STEM OPT Extension based on their most recently obtained degree from UND.</p> <p>If applying for STEM OPT Extension based on a prior degree, the student must upload the supplemental documents listed on Page 2 of Applying for STEM OPT Extension Based on Prior Degree: 1) Letter of Explanation from Student 2) Letter of Support from Employer 3) Proof of STEM-Eligible Degree</p>

**Additional Information**— Students may use this section to explain, clarify, or elaborate on their responses or document uploads.

**Filing Fee**—Prior to submitting the Form I-765, the student will be prompted to complete the \$470 filing fee payment online. Payment can be completed by electronic bank transfer or with a credit or debit card.