FILING GUIDELINES
17-to-24-Month STEM OPT Transition

* IMPORTANT NOTE: USCIS will accept applications to transition from 17-month to 24-month STEM OPT between May 10, 2016 and August 8, 2016, but you must have at least 150 days of validity remaining on your current STEM OPT EAD at the time the application is received by USCIS.

APPLICATION PACKET CHECKLIST

- Check or money order in the amount of $380.00, payable to U.S. Department of Homeland Security
- Two identical photos on white background taken within the last 30 days. Picture specifications can be found on the Department of State website: [http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)
- Completed Form I-765, available on the USCIS website under “Forms”, [www.uscis.gov](http://www.uscis.gov)
  - In the first block “I am applying for” select “Renewal of my permission to accept employment.”
  - Family name should be listed first in CAPITAL letters, followed by your given name(s) in standard capitalization. Failure to follow these instructions may result in errors on your EAD (OPT card).
  - Enter OIE’s address on Question #3: c/o WSU 1845 Fairmount Box 122, Wichita KS 67260
  - Question #11 Have you ever before applied for employment authorization from USCIS? Yes Which USCIS office? You can find this information in the bottom left-hand corner of your OPT Receipt Notice. Most likely, your current EAD card number begins with either “LIN” or “YSC.” If it says “LIN,” your card was processed at the Nebraska Service Center. If it says “YSC,” your card was processed at the Potomac Service Center. If your card number starts with letters other than “LIN”, contact our office. Date - This will be the start date of your current OPT as printed on the EAD.
  - Question #16 will be code (c) (3) (C) exactly as shown
  - Question #17 must include employer’s E-Verify number
  - Print and sign the form

- Copy of a signed I-20 from IE recommending the additional 7 months of STEM OPT
  - Sign the original I-20 in the “Student Attestation” box
  - Make a copy of the signed I-20 to be sent with your application packet.
  - Scan and email (iss@wichita.edu) a copy of the signed I-20 to IE for your file.
  - Keep the original I-20 for your records

- Copy of current 17-month STEM OPT EAD (front and back)

- Copy of your degree. SEVP and USCIS have stated that transcripts or copies of diplomas indicating the level of the degree and the field of study are acceptable as proof of your degree. ***Graduate students: USCIS issued a Policy Memorandum in October 2013 indicating F-1 student engaging in Post-Completion OPT are eligible for the STEM extension even if they have not yet completed the thesis requirement (or equivalent) for their STEM degree. If you have not yet completed your thesis or dissertation, we advise you to obtain a Degree Status Letter from the Graduate School to submit to USCIS in lieu of a transcript.

- Copy of most recent Form I-94 (front and back). If your most recent entry into the U.S. was after April 2013, you should submit a printout of the electronic admission record available at [www.cbp.gov/I94](http://www.cbp.gov/I94)

- Copy of passport picture page/expiration date page (must include name). Passport must be valid.

- Copy of current visa. It is OK if your F-1 visa has expired

- Optional, but recommended: To receive electronic notification from USCIS that your application has been received, please complete Form G-1145, available on the USCIS website under “Forms” [www.uscis.gov](http://www.uscis.gov)

MAILING THE APPLICATION PACKET
Address (Fed-Ex / UPS / USPS Priority Mail):
USCIS
Attn: AOS
1820 Skyharbor Cir S Ste 100
Phoenix AZ 85034

05/2016