



Northwest Missouri State University

OPT STEM EXTENSION STEP-BY-STEP

PREPARED BY MADI GLASS, DSO

Spring 2026

Don't Get Denied, Follow the Guide!

This guide is designed to assist eligible F-1 students from Northwest Missouri State University to successfully complete the application process for the Optional Practical Training Extension for STEM Students (STEM Extension/STEM OPT).

Please note that as the applicant, it is your responsibility to ensure that your OPT application is accurate and complete before submitting it to USCIS. The university cannot be held liable for any errors or omissions in your application. Any issues, including delays or denials, resulting from such errors are solely your responsibility.

Review your application thoroughly!

Content

00

Introduction

01

Part 1: Preparation

02

Part 2: Completing the Form I-765

03

Part 3: STEM Extension I-20 Request

04

Part 4: Submission to USCIS

06

This guide is divided into four parts and intends to address all aspects of the application process.

Should you have any questions, please thoroughly review this document before reaching out to the IIC.

PART 1

PREPARATION

Overview

Task 1: Review eligibility criteria

Task 2: Gather documents

Part 1: Preparation

Task 1: Review eligibility criteria

The STEM Extension eligibility criteria is outlined below. Students who receive access to this guide should be eligible, but if you have doubts reach out to OPT@nwmissouri.edu

To apply for the STEM Extension a student must meet the following criteria:

1. Have a bachelor's, master's, or doctoral degree in a STEM field which is determined by major CIP code:
[View the current list of eligible CIP codes.](#)
2. Employed at least 20 hours a week for their company
3. Working in a position that receives financial compensation
4. Employed by a company that is E-verified
5. Employed by a company willing to assist in completing and signing the Form I-983
6. Have a bona fide employer-employee relationship (the student cannot be self-employed and the employer must provide them with formal training and learning objectives as outlined in the Form I-983)
7. Currently be in their Initial OPT period (students MUST apply for STEM Extension BEFORE their Initial EAD expires)
8. Have a valid passport (visa can be expired as long as you don't plan on traveling internationally)

Part 1: Preparation

Task 2: Gather documents

You need readable, color scans of the documents listed below. Name them clearly like “passport_lastname.pdf”

Passport (should have at least 6 months until expiration)

Visa (can be expired as long as you don't travel internationally)

Initial OPT EAD (must be valid to apply for STEM Extension)

Most Recent I-20 (signed, pages 1 and 2)

Photo (see next slide for details)

I-94 (name needs to match exactly as printed on your passport)

Official Transcripts (see next slide for details)

Form I-983 (refer to the separate I-983 guide provided by the IIC)

Offer Letter (for the employer you are applying with)

To retrieve your I-94:

1. Go to the [I-94 website](#)
2. Select 'Get Most Recent I-94'
3. Agree to the terms
4. Enter your details and click 'Next'
5. Select "Print" and save as a PDF

My given name is "Brooke Ashlee". If my I-94 does not match this, it requires a correction.

Examples requiring correction: "Brooke", "Brooke A", "Brookeashlee", "Brook", "B"

To correct your I-94, submit an I-94 Correction Request in the IIC Portal. Most requests are processed within one week.

Part 1: Preparation

Task 2: Gather documents, photo details

You need an electronic, passport-style photo for your application.

Photo should show shoulders and entire head. Must be on a white, flat background. No shadows. No glasses. Visit [U.S. passport photos](#) for more details. Do not use the same photo you submitted for your Initial EAD.



Too close!

No glasses!

No shadows!

No textured backgrounds!

Top of head

Must have neutral expression!

The IIC provides electronic passport-style photos free of charge. An appointment is required, [sign up here](#). Students can take up to three photos at their appointment. Appointment times are strict, if you miss your appointment you will need to reschedule. Photos taken by the IIC are processed through the [photo tool](#) before being sent.

Part 1: Preparation

Task 2: Gather documents, photo details

USCIS Photo Requirements Update

→ **Updated 02/25/2026**

As of **December 12, 2025**, USCIS will no longer accept self-submitted photos for I-765 applications. Instead, applicants will be required to attend an ASC Biometrics appointment to have their photo taken AFTER submitting their application to USCIS.

Since this is a recent change in policy, the Form I-765 has NOT been updated to reflect this change. Our office will still require a passport style photo submission when requesting the recommendation, until we get updated instruction from USCIS.

When attending the ASC appointment, you will need to bring all **physical ASC notice letters, physical RFE letter (if applicable), AND a valid, government issued photo ID.**



The IIC provides electronic passport-style photos free of charge. An appointment is required, [sign up here](#). Students can take up to three photos at their appointment. Appointment times are strict, if you miss your appointment you will need to reschedule. Photos taken by the IIC are processed through the [photo tool](#) before being sent.

Part 1: Preparation

Task 2: Gather documents, transcript details

You need official transcripts with your graduation date printed on them.

The [Office of the Registrar](#) is responsible for student transcripts. They do not accept requests for transcripts via the phone or email. To request an electronic transcript to be sent to you, you need to make a request through [Parchment](#) and follow the instructions. If you have any questions, please reach out to the Registrar at 660-562-1151 or registrar@nwmissouri.edu.

If you have an outstanding bill on your student account, Northwest will not release official transcripts until your debt is paid. In this scenario you can try submitting your diploma instead of official transcripts, but be advised there is a risk to this, as USCIS may still request to see official transcripts before adjudicating your application.

N
OFFICE OF THE REGISTRAR
800 University Drive
Maryville, MO 64468-6001

NORTHWEST
MISSOURI STATE
UNIVERSITY

TRANSCRIPT OF ACADEMIC RECORD
Page: 1

Record of: [redacted] Date Issued: 08-JUL-2024
Issued To: [redacted] Date of Birth: [redacted]
Student ID: [redacted]
Level: Graduate

Course Level: Graduate

*** Degree Awarded : Master of Science 11-AUG-2023
Major : Applied Computer Science

If you already have official transcripts but they were issued before your degree was officially awarded, you will need to request for a new official transcript. To verify you have the correct transcripts, look for the graduation date to be printed on the document (see example).

PART 2

COMPLETING THE FORM I-765

Overview

Task 1: Navigating to the I-765

Task 2: I-765 Getting Started

Task 3: I-765 About You

Task 4: I-765 Evidence

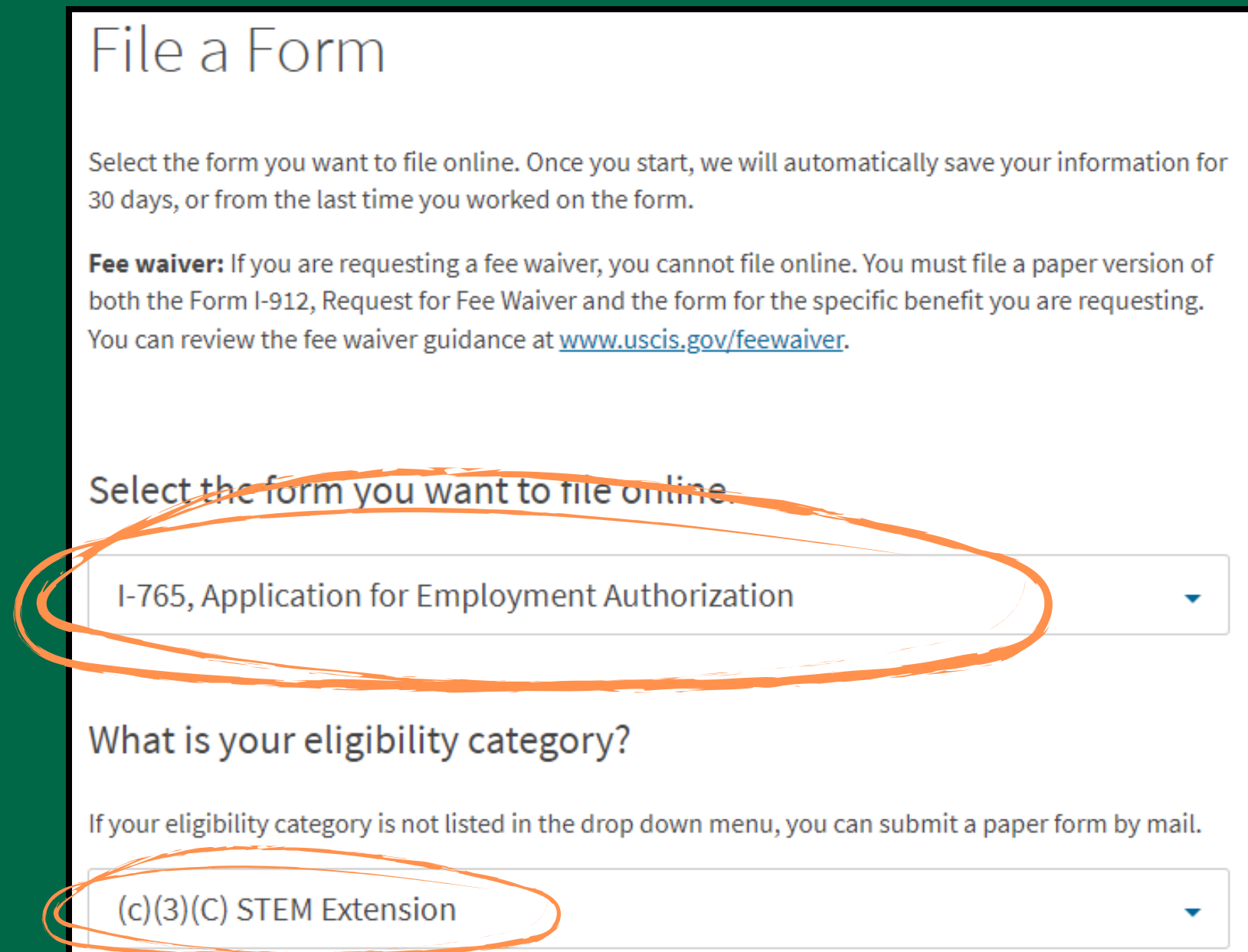
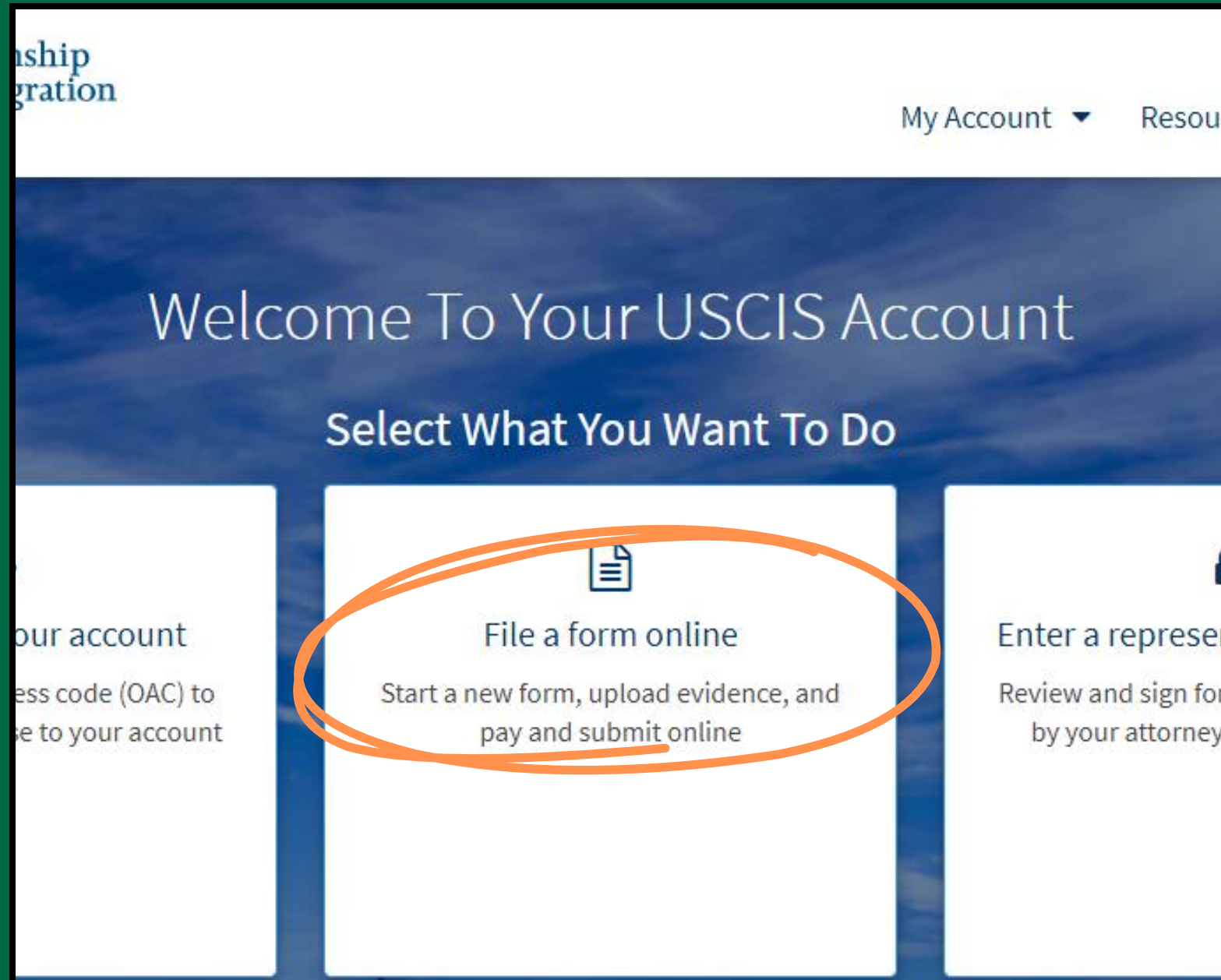
Task 5: I-765 Additional Information

Task 6: I-765 Review and **(DO NOT)** Submit

Part 2: Completing the Form I-765

Task 1: Navigating to the I-765

1. Sign into your myUSCIS account and select 'File a form online'
2. Select 'I-765, Application for Employment Authorization' from the dropdown
3. Select '(c)(3)(C) STEM Extension'
4. Review the information provided and click 'Start form', and then 'Next' twice



Part 2: Completing the Form I-765

Task 2.1: I-765 Getting Started - Basis of eligibility

1. Select '(c)(3)(C) STEM Extension' from the dropdown.
2. Enter your degree.
 - (example: Masters in Applied Computer Science or Bachelors in Biology)
3. Enter your employers name as listed in E-verify
 - This should match employer name on Form I-983.
4. Enter your employer's E-verify number.
 - This **IS NOT** the same number as the EIN. E-verify numbers are between 4-7 digits long, EIN numbers are 9 digits long.

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

Provide a 4 to 7-digit employer identification number.

What is your eligibility category? *



You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension

Part 2: Completing the Form I-765

Task 2.1: I-765 Getting Started - Basis of eligibility

Decide whether you would like to add Premium Processing to your application.

The additional fee of **\$1,685** ensures that USCIS will take action on your application within 30 days. You can submit both the I-765 and the I-907 request for Premium Processing simultaneously by selecting 'yes'. If you choose 'no' you still have the option to request Premium Processing later by filing the I-907 separately.

The choice is yours, though most students choose not to add this service due to cost.

Select 'Next'

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

Back

Next

Part 2: Completing the Form I-765

Task 2.2: I-765 Getting Started - Reason for applying

Select 'Renewal of permission to accept employment'

Select 'Yes'

Select 'Next'

What is your reason for applying? *

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes
- No

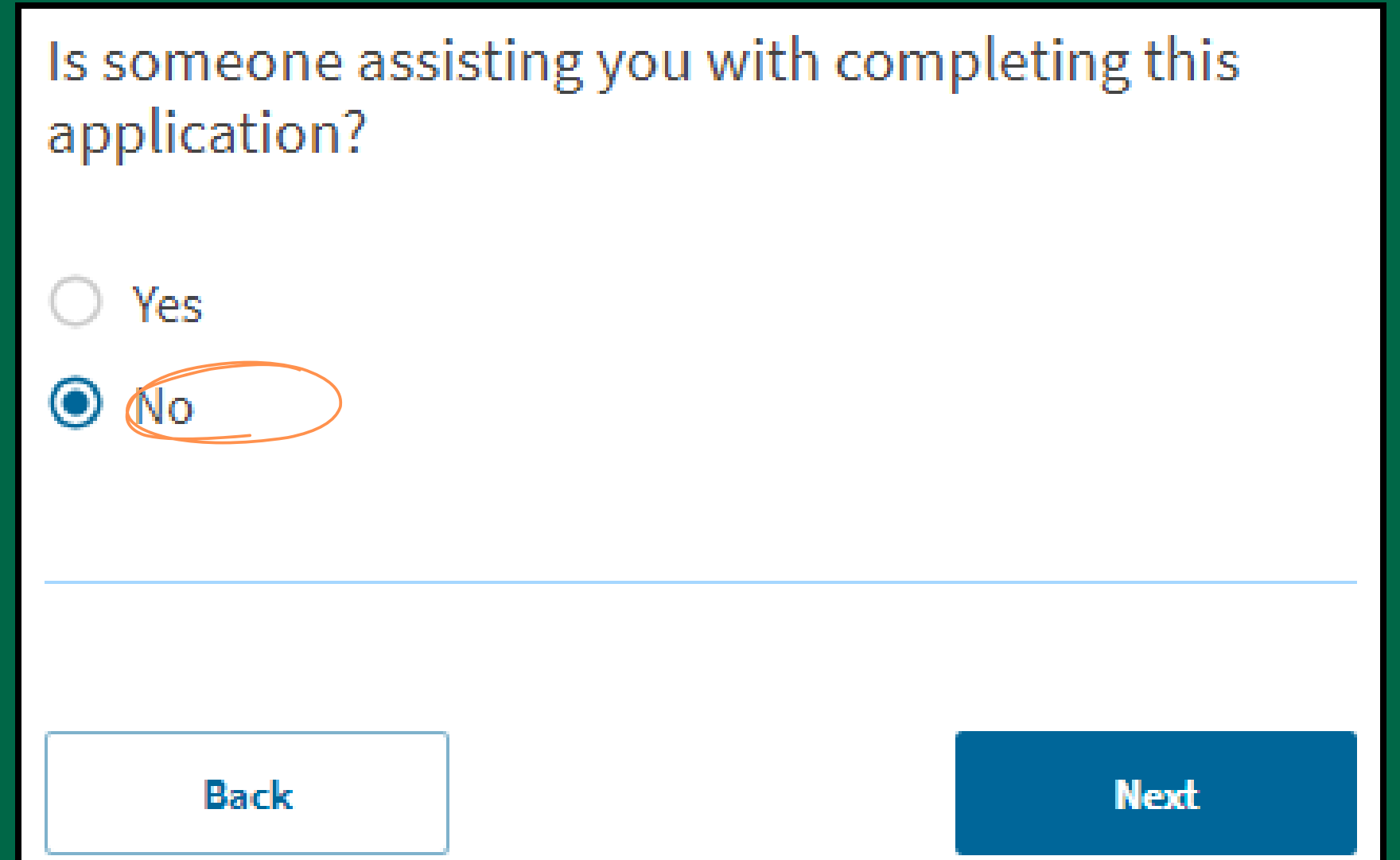
[Back](#) [Next](#)

Part 2: Completing the Form I-765

Task 2.3: I-765 Getting Started - Preparer and interpreter information

Select 'No' for this question. While you might receive some assistance with the application (like using this guide) this question is specifically asking about interpreters or lawyers.

Select 'Next'



Is someone assisting you with completing this application?

Yes

No

[Back](#) [Next](#)

Part 2: Completing the Form I-765

Task 3.1: I-765 About You - Your name

Enter your name exactly as written on your passport. If your passport has a middle name section, you should use the middle name field, otherwise put all given names in the given name section.

If you have another name which has appeared on any official documents, enter that information as well, otherwise select 'No'.

Select 'Next'

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

x

Given name (first name)	Middle name
<input type="text" value="Brooke Ashlee"/>	<input type="text"/>

Family name (last name) *

Have you used any other names since birth?

Other names used may include nicknames, aliases, and maiden names.

Yes

No

Part 2: Completing the Form I-765

Task 3.2: I-765 Getting Started - Your contact information

Enter your primary phone number.

If your daytime telephone number is the same as your mobile phone, select the box that says 'This is the same as my daytime telephone number.' Otherwise, enter your mobile number.

Enter your PERSONAL email address

How may we contact you?

Daytime telephone number

(555) 555-5555

Provide a 10-digit phone number.

Mobile telephone number (if any)

This is the same as my daytime telephone number.

(555) 555-5555

Provide a 10-digit phone number.

Email address

IIC@gmail.com

Part 2: Completing the Form I-765

Task 3.2: I-765 About You - Your contact information

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)

International Involvement Center

Address line 1 *

800 University Dr

Street number and name

Address line 2

Owens Library 108

Apartment, suite, unit, or floor

City or town *


Maryville

State *

Missouri

ZIP code *

64468



Students who choose to have their EAD mailed to the IIC will receive an email once their EAD has arrived. If you have already moved away from Maryville, the IIC will ship your documents to you anywhere in the U.S. for free, using FedEx priority tracked shipping.

Students who choose to have their EAD mailed to a different address need to email a copy of their EAD to OPT@nwmissouri.edu upon arrival in order to receive an OPT Approved I-20 and further information on reporting.

Q: What is your current U.S. mailing address?

Enter the address where you want USCIS to send your EAD card. It is **STRONGLY RECOMMENDED** that you use the IIC office address as your mailing address for your EAD card. Students who choose the IIC as their mailing address often face significantly fewer delivery issues than students who don't. The decision is yours.

Part 2: Completing the Form I-765

Task 3.2: I-765 About You - Your contact information

Q: Is your current mailing address the same as your physical address?

Select 'No' if you entered the IIC office or someone else's address (such as a relative living in the U.S.) as your mailing address. Next, you will enter the address of where you are currently living.

Select 'Yes' if you choose your home address as your mailing address. You won't be asked to enter another address.

Select 'Next'

Is your current mailing address the same as your physical address?

- Yes
- No

Where in the United States do you live?

Address line 1

555 Bearcat Lane

Street number and name

Address line 2

Apt 23

Apartment, suite, unit, or floor

City or town

Maryville

State

Missouri

ZIP code

64468

Part 2: Completing the Form I-765

Task 3.3: I-765 About You - Describe yourself

Q: What is your gender?
Select your gender as listed on your passport.

Q: What is your marital status?
Select your current legal marital status.

Select 'Next'

What is your gender?

- Male
- Female

What is your marital status?

- Single
- Married
- Divorced
- Widowed

Back

Next

Part 2: Completing the Form I-765

Task 3.4: I-765 About You - When and where you were born

Q: What is your city, town, or village of birth?
Enter your birthplace. It's best to match this to what is listed on your birth certificate or passport. If your documents list a town and a state like "Hyderabad, Telangana" you should enter "Hyderabad" in this field and "Telangana" in the next field.

Q: What is your state or province of birth?
Enter the state or province of your birthplace. If your birth place has no state or province you can leave this field blank.

Q: What is your country of birth?
Enter the country of your birth.

Q: What is your date of birth?
Enter your birthday in MONTH/DAY/YEAR format.

Select 'Next'

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth? *

[Back](#) [Next](#)

Part 2: Completing the Form I-765

Task 3.5: I-765 About You - Your immigration information

Q: What is your country of citizenship or nationality?

Enter the country you are a citizen of. If you are a dual citizen, add your additional countries using the 'Add country' button.

Q: What is your Form I-94 Arrival-Departure Record Number (if any)?
Enter your I-94 number which can be found on your I-94. Example below.

Most Recent I-94

Admission (I-94) Record Number : 442704800A2

Arrival/Issued Date : 2020 January 14

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

What is your Form I-94 Arrival-Departure Record Number (if any)?

Provide an 11 character I-94 Number.

Part 2: Completing the Form I-765

Task 3.5: I-765 About You - Your immigration information

Q: Date of arrival?

Enter the day of your most recent arrival in the U.S. in MONTH/DAY/YEAR format. This date should be listed on your I-94.

Admission (I-94) Record Number : 442704800A2

Arrival/Issued Date : 2020 January 14

Q: Place of arrival?

Enter the location of your most recent entry. If you're unsure, you can view your Travel History by accessing your I-94 and then clicking on the Travel History button which will show your arrival and departure location information.

Q: Status at last arrival?

Select F1.

There are a few pre-clearance locations outside of the United States, like Abu Dhabi. If your Travel History lists Abu Dhabi as your most recent entry point, that is what you will list for this question.

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

F1 - Student, Academic Or Language Program.

Part 2: Completing the Form I-765

Task 3.5: I-765 About You - Your immigration information

Q: What is the passport number of your most recently issued passport?

Enter the number on your most recently issued passport, even if it is not the passport you used on your most recent entry to the U.S.

Q: What is your travel document number (if any)?
Most students will leave this field BLANK.

Q: What is the expiration date of your passport or travel document?

Enter the expiration date of your most recently issued passport in MONTH/DAY/YEAR format.

Q: What country issued your passport or travel document?

Enter the country that issued your passport. Hint: It is not the United States.

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

Part 2: Completing the Form I-765

Task 3.5: I-765 About You - Your immigration information

Q: What is your current immigration status or category?
Select F1.

Q: What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?
Enter your SEVIS ID number. You can find this number at the top of your I-20.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

SEVIS ID: N0033519936

SURNAME/PRIMARY NAME

Select 'Next'

What is your current immigration status or category?

F1 - Student, Academic Or Language Program.

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

Provide a 10, 11, or 12-digit SEVIS number.

Back

Next

Part 2: Completing the Form I-765

Task 3.6: I-765 About You - Other information

Q: What is your A-Number?

Your A-number is listed on the EAD as your USCIS#, you will enter that number here.

Q: What is your USCIS Online Account Number?

Sometimes this field will auto populate your account number, if it doesn't you can check the box 'I do not have or know my USCIS Online Account Number.' This will not cause any processing issues.

Select 'Next'.

What is your A-Number?

I do not have or know my A-Number.

A- 005625485

Provide a 7, 8, or 9-digit number. If the A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

Provide a 12-digit Online Account Number.

Part 2: Completing the Form I-765

Task 3.6: I-765 About You - Other information

Q: Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
Select 'Yes'

Q: What is your Social Security number (if known)
Enter your Social Security number in the following field.

Q: Do you want the SSA to issue you a Social Security card?
Select 'No'

Select 'Next'

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

What is your Social Security number (if known)?

555-55-5555

Provide a 9-digit Social Security number.

Do you want the SSA to issue you a Social Security card?

Yes

No

[Back](#) [Next](#)

Part 2: Completing the Form I-765

Task 4.1: I-765 Evidence - 2" by 2" photo of you

Upload a recent passport-style, color photograph.

Select 'Next'

2" X 2" Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Part 2: Completing the Form I-765

Task 4.2: I-765 Evidence - Form I-94 or passport

Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

Upload your I-94, not your travel history

Select 'Next'

Part 2: Completing the Form I-765

Task 4.3: I-765 Evidence - Employment Authorization Document

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.


Upload your Initial OPT EAD, valid passport and visa. The scans can be uploaded separately or as one document.

Select 'Next'

Part 2: Completing the Form I-765

Task 4.4: I-765 Evidence - Form I-20

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

 Important information regarding your Form I-20
Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

All students will leave this section **BLANK** for now.

Once you submit the request in the IIC Portal, you will be issued this I-20.

Proceed to the next section, select **'Next'**

Part 2: Completing the Form I-765

Task 4.5: I-765 Evidence - College degree

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Upload official transcripts (not from catPAWS) with your graduation date printed on the document (see example below)

Select 'Next'

The image shows a transcript document from Northwest Missouri State University. The header includes the university logo and the text: "OFFICE OF THE REGISTRAR, 800 University Drive, Maryville, MO 64468-6001". The title is "TRANSCRIPT OF ACADEMIC RECORD" and it is "Page: 1". The document contains the following information:

- Record of: [Redacted]
- Date Issued: 08-JUL-2024
- Issued To: [Redacted]
- Date of Birth: [Redacted]
- Student ID: [Redacted]
- Level: Graduate
- Course Level: Graduate
- *** Degree Awarded : Master of Science 11-AUG-2023
- Major : Applied Computer Science

Part 2: Completing the Form I-765

Task 4.6: I-765 Evidence - Institution Accreditation

Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), **if this STEM OPT extension is based on a previously earned STEM degree.**

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Back

Next

This evidence section does not apply to you.
You should not upload anything here.

Select 'Next'

Part 2: Completing the Form I-765

Task 5: I-765 Additional Information

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

[+ Add a response](#)

[Back](#)

[Next](#)

Most students will leave this section **BLANK**.

If there is an area of the application that you want to provide further clarification on, you can do that here.

Select 'Next'.

Part 2: Completing the Form I-765

Task 6.1: I-765 Review and (DO NOT) Submit - Review your application

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.


You can return to this page to review your application as many times as you want before you submit it.

Your fee

 Your form filing fee is: \$470

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

 We found no alerts or warnings in your application.

Back

Next

If you have no alerts or warnings on this page, select 'Next'.

If you do have an alert or warning, address the issue before continuing.

Part 2: Completing the Form I-765

Task 6.2: I-765 Review and (DO NOT) Submit - Your application summary

Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)



Print

Review your answers on this page. When ready, select 'View draft snapshot' and save the Form I-765 as a PDF.

Do not use the print function.



**This is the point where you will pause with the application
in the myUSCIS portal.**

**DO NOT SUBMIT PAYMENT AT THIS POINT OR YOUR
APPLICATION WILL BE DENIED.**

PART 3

REQUEST FOR OPT I-20

Overview

Task 1: Navigating to the I-20 request

Task 2: STEM Extension Questionnaire

Task 3: STEM OPT Eligibility Conditions

Task 4: STEM OPT Reporting Requirements

Task 5: STEM Extension Document Review

Task 6: OPT Processing Fee and Submission

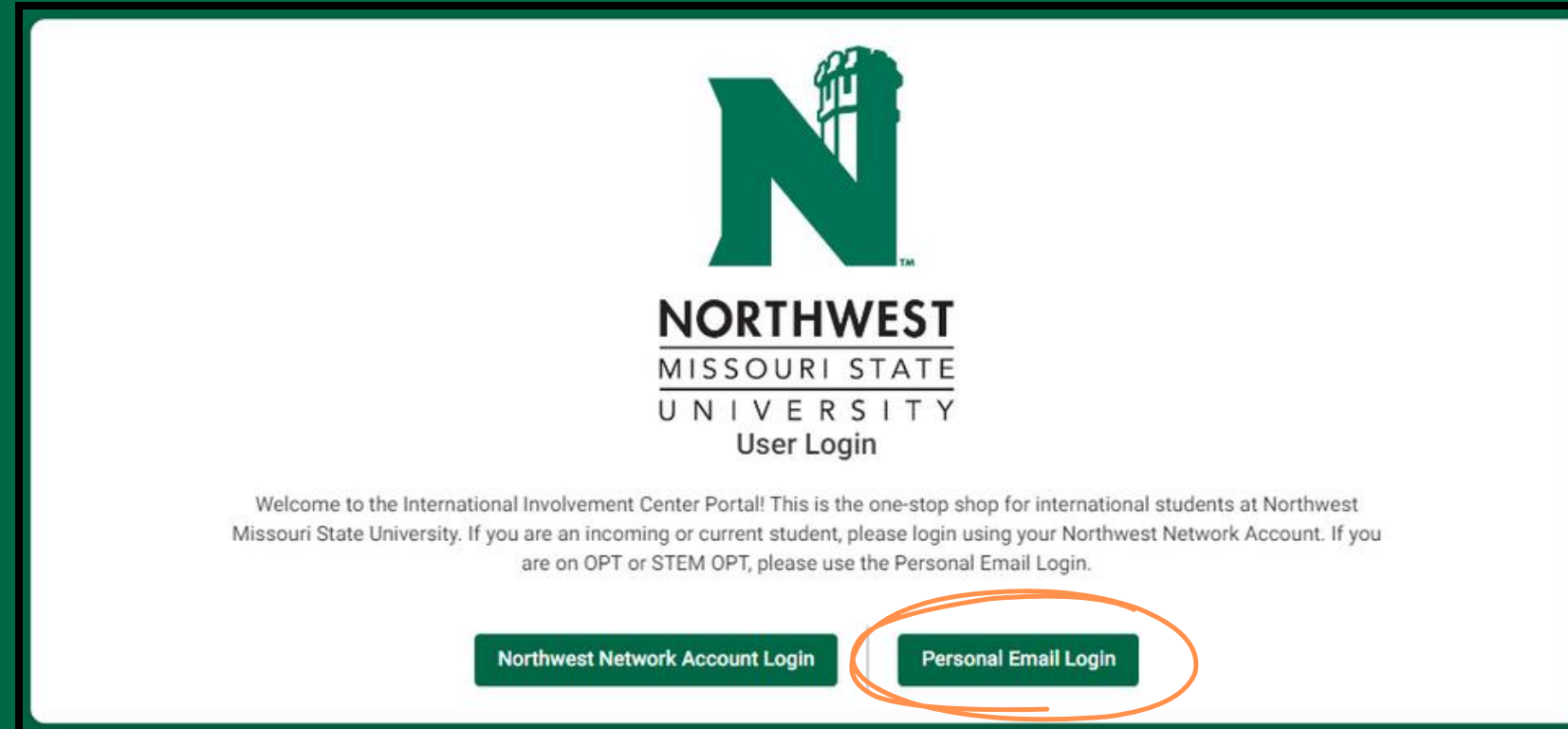
Task 7: Receive Your STEM Extension Recommendation I-20

Part 3: Request for OPT I-20

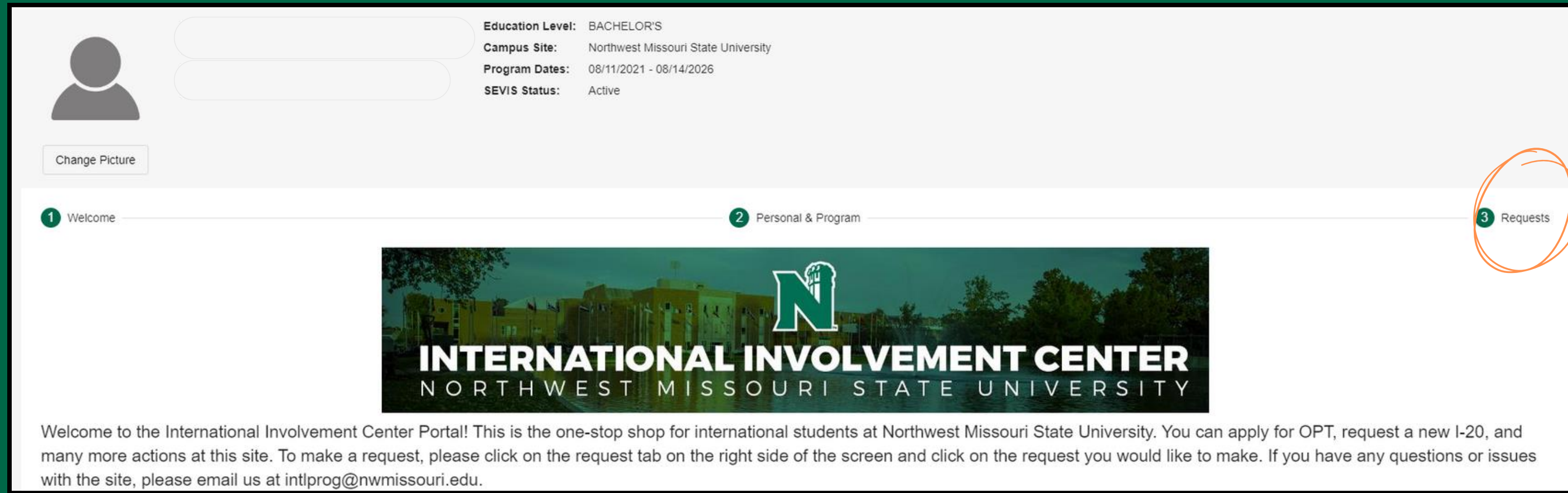
Task 1: Navigating to the I-20 request

Navigate to the [IIC Portal](#) and log in using your personal email.

If you have any issues logging in, please email
OPT@nwmissouri.edu



Select 'Requests'

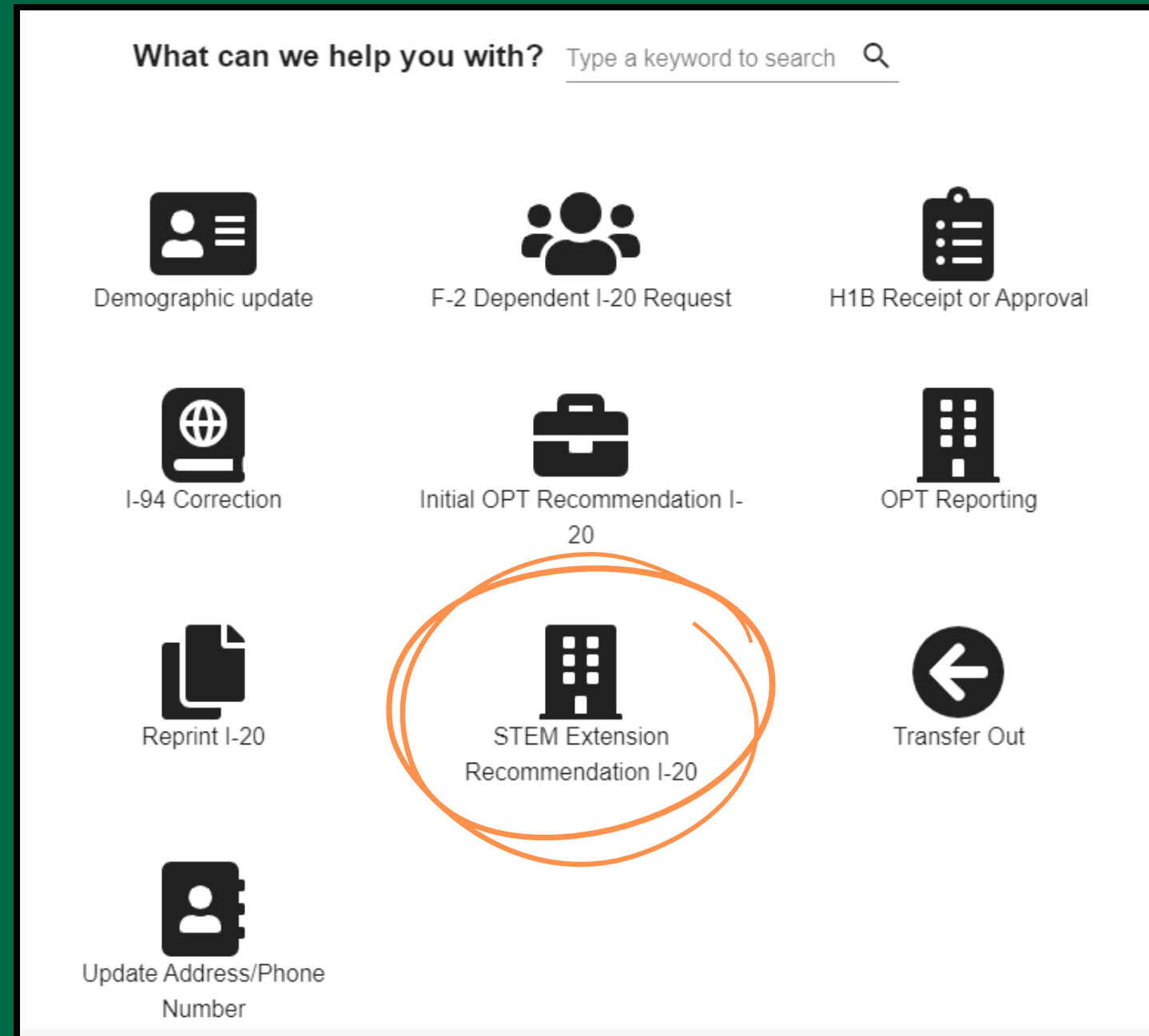


Part 3: Request for OPT I-20

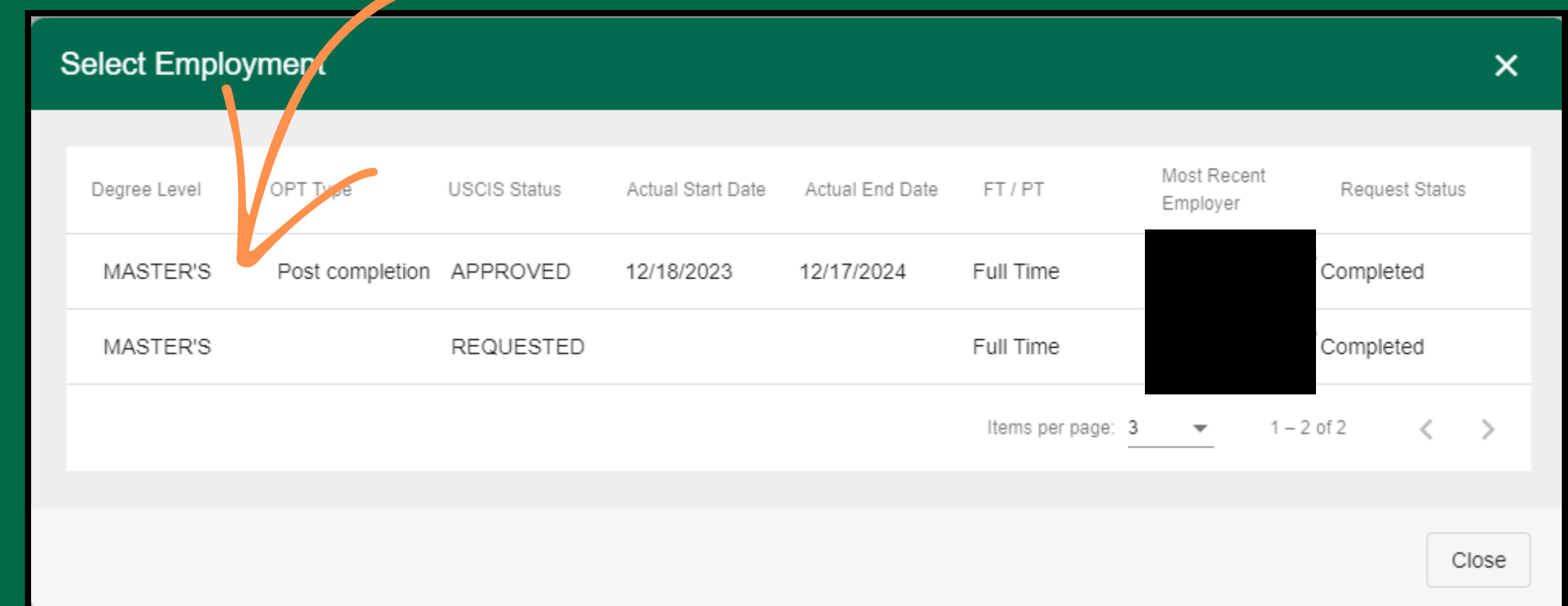
Task 1: Navigating to the I-20 request

Under Requests, select 'STEM Extension Recommendation I-20'

If you don't see this option in your requests, please send a screenshot of your portal to OPT@nwmissouri.edu for assistance.



A window should open that displays your work authorization. Click on your authorization to continue to the request questionnaire.



Part 3: Request for OPT I-20

Task 1: Navigating to the I-20 request

In the request, you should see your current employer listed. If you click on the employer name it will auto populate the questionnaire with information about your employer. If your current employer is not listed or you need to update information, you can fill the questionnaire out manually.

OPT Employment Authorization dates of the period of OPT being extended

OPT Employment Authorization Start Date 12/18/2023	OPT Employment Authorization End Date 12/17/2024
---	---

Choose an existing employer from the list below to populate data in the questionnaire below, or enter a new employer in the questionnaire

Employer Name	Employer Start Date	Employer End Date	Employment Status
Talent IT Services Inc.	12/18/2023	12/17/2024	Full Time

Items per page: 5 1 – 1 of 1 < >

Instruction: Please upload all of the required OPT STEM Extension documents here and allow at least five business days for an advisor to review your request. The OPT STEM Extension processing fee can be paid at this [link](#).

1 OPT-STEM Extension Questionnaire (Questionnaire)
Required *

✓ Submit 📄 Save as Draft

Part 3: Request for OPT I-20

Task 2.1: STEM Extension Questionnaire

Q: Employer Name

- Enter your employer's name as listed on your I-983.

Q: Employer EIN

- Enter your employer's EIN as listed on your I-983.

Q: Employer Start Date





- Enter the day after your Initial EAD expires.

Q: Employer End Date

- Enter two years minus a day from the start date.

***Example: If your Initial EAD expires on June 1, 2024 your STEM start date would be June 2, 2024 and your STEM end date would be June 1, 2026.**

1 OPT-STEM Extension Questionnaire (Questionnaire)
Required *

Employer Name * 	Employer EIN * 
<input type="text"/>	<input type="text"/> <small>numeric data only: 0-9</small> 0/9
Employer Start Date (MM/DD/YYYY) * 	Employer End Date (MM/DD/YYYY) * 
<input type="text" value="12/18/2024"/> <small>MM/DD/YYYY</small>	<input type="text"/> <small>MM/DD/YYYY</small>

Part 3: Request for OPT I-20

Task 2.2: STEM Extension Questionnaire

Q: Job Title

- Enter your job title as listed on your employment offer letter.

Q: OPT Employment Full or Part Time

- Select FULL TIME from the drop-down.

Q: Address Line 1

- Enter your employer's **SITE ADDRESS**, the location where you report to work regularly. If you are working remotely from home, you should enter your home address. If you're working in a hybrid mode, enter the address where you spend the majority of your working hours.

Q: Address Line 2

- Suite or apartment numbers should go in Address Line 1. If applicable, building names can go here.

Q: City

- Enter the city of your site address.

Q: State

- Enter the state of your site address.

Q: Zip Code

- Enter the zip code of your site address.

Part 3: Request for OPT I-20

Task 2.3: STEM Extension Questionnaire

Q: Supervisor's Last Name

- Enter the last/family name of the official whose information is on page 3 of the I-983.

Q: Supervisor's First Name

- Enter the first/given name of the official whose information is on page 3 of the I-983.

Q: Supervisor's Email Address

- Enter the email of the official whose information is on page 3 of the I-983.

Q: Supervisor's Telephone Number

- Enter the phone number of the official whose information is on page 3 of the I-983.

Q: Supervisor's Extension

- If your supervisors phone number has an extension, enter it here. Otherwise, leave it blank.

Q: Explain how employment is related to student's course of study.

- Briefly explain how this position relates to your academic degree.

Part 3: Request for OPT I-20

Task 3: STEM OPT Eligibility Conditions

It is important that you understand the regulations surrounding STEM Extension. Read over the information presented and check the box confirming that you have read and understand the material.

Select 'Next'.

2

STEM OPT Eligibility Conditions (Signature Document)

Required *

Please read the following STEM OPT eligibility conditions. By electronically signing this document, you agree to abide by these conditions.

- A student who has timely filed an application for a 24-month STEM OPT extension with USCIS may work for the STEM OPT employer while the STEM extension application is pending, for up to 180 days beyond the expiration of his or her prior post-completion OPT EAD.
- CIP code of degree's major field of study must appear on the [DHS STEM Designated Degree Program List](#).
- Job must be a paid job, for at least 20 hours per week at each STEM employer
- Employer must be enrolled in E-Verify and have an IRS Employer Identification Number (EIN); DHS says that there must be a "bona fide employer-employee" relationship, and that student may not be self-employed
- The student and employer must complete a Form I-983 Training Plan, and the student must present the completed I-983 to the DSO before the DSO recommends STEM OPT in SEVIS
- USCIS must receive the student's STEM OPT application package before the expiration of the student's current post-completion OPT (standard post-completion or cap-gap), and no later than 60 days from the date the DSO recommended the benefit in SEVIS.

I confirm that I have read and understand the information presented.

↑ Previous

Next ↓

Part 3: Request for OPT I-20

Task 4: STEM OPT Reporting Requirements

It is important that you understand the regulations surrounding employment reporting on STEM OPT. Read over the guidelines and be sure you understand each one. If you have any questions please email OPT@nwmissouri.edu. Once you have read and understand the terms, mark the check box confirming ‘I confirm that I have read and understand the information presented.’

Select ‘Next’

- Must be submitted within 10 business days of each six-month validation due date
- Any changes to the following, within 10 days of the change:
 - Student's legal name, and mailing and physical addresses
 - When the student stops working for an employer
 - When the student starts working for a new qualifying employer
- Required self-evaluations
 - Must be submitted "no later than 10 days following the conclusion of the reporting period or conclusion of his or her practical training opportunity"
- When there has been a material change to the training plan described on the Form I-983 on file with the DSO, by submitting a modified Form I-983 to the DSO, "at the earliest available opportunity"

The employer must report to the DSO

- When a student is terminated or leaves employment, within 5 business days of the termination or departure.
 - A shared obligation with the student to submit a modified Form I-983 when there has been a material change to the training plan described on the Form I-983 on file with the DSO, by submitting a modified Form I-983 to the DSO, "at the earliest available opportunity"
- The DSO's duties regarding student and employer reporting

The DSO, in turn, is required to:

- Update SEVIS when required, within 21 days of receiving the change from the student or employer
- Review and retain any documents submitted in connection with the above events, such as modified Forms I-983 and training evaluations.

I confirm that I have read and understand the information presented.

↑ Previous

Next ↓

Part 3: Request for OPT I-20

Task 5.1: STEM Extension Document Review

In this section, you will upload the following documents:

Form I-983

Upload the Form I-983 with pages 1-4 filled out completely. Please read the separate guide provided by the IIC about properly filling out the form. The form must be signed by you and an official from your employer (usually a supervisor or human resources representative). Electronic signatures on the Form I-983 are okay.

Document Type *

Form I-983

Description

This should be completed and signed by you and your employer.

Please download the [Form I-983 Training Plan](#) and complete this form.

Description

Browse

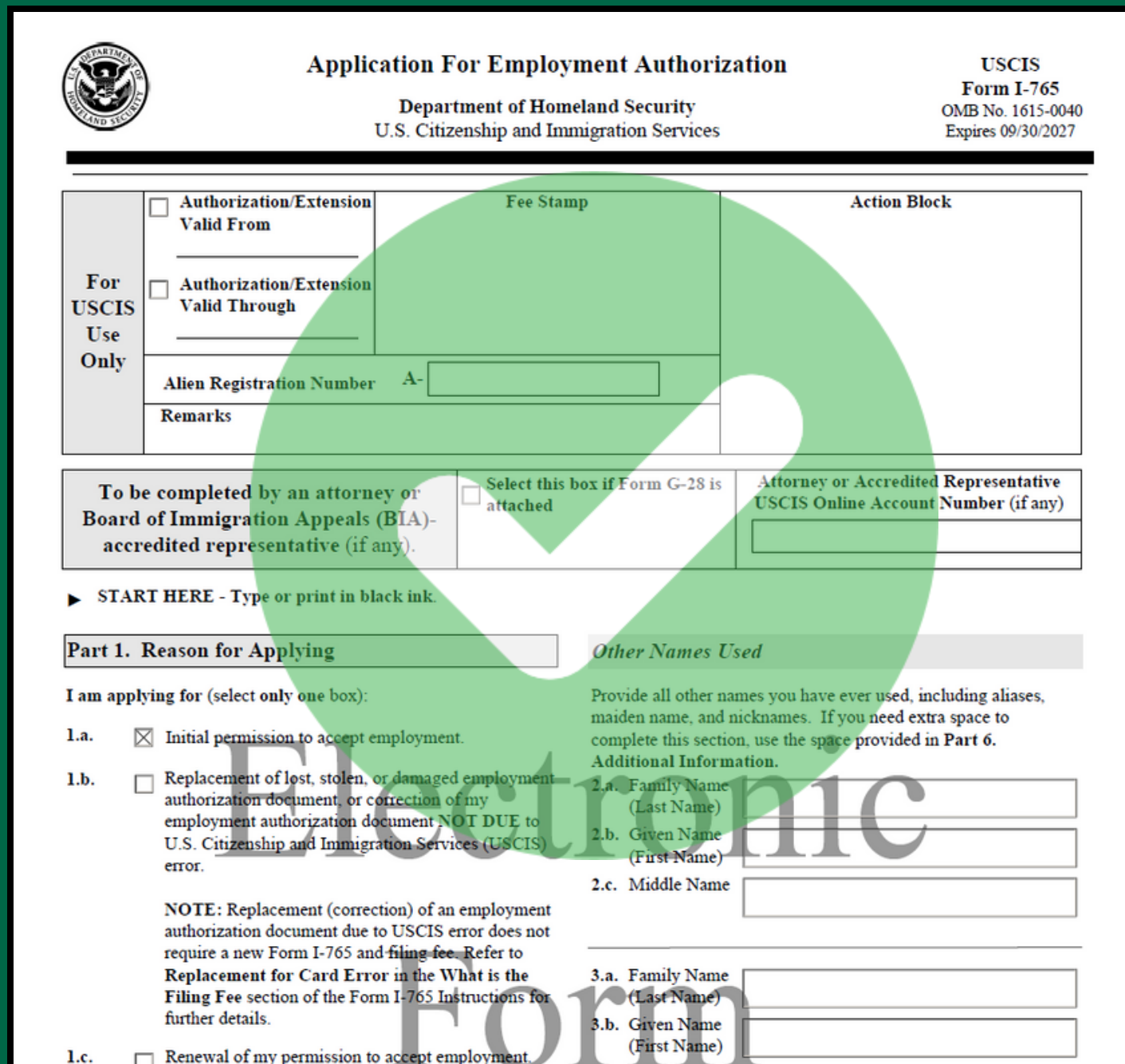
or drag a file here

Part 3: Request for OPT I-20

Task 5.2: STEM Extension Document Review

Electronic Draft of Form I-765

Be sure to upload the actual Form I-765, not the screen print (see below)



Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 09/30/2027

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- []		
	Remarks		

Select this box if Form G-28 is attached
To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).
Attorney or Accredited Representative USCIS Online Account Number (if any)

▶ **START HERE** - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select only one box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. Renewal of my permission to accept employment.

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

Additional Information.

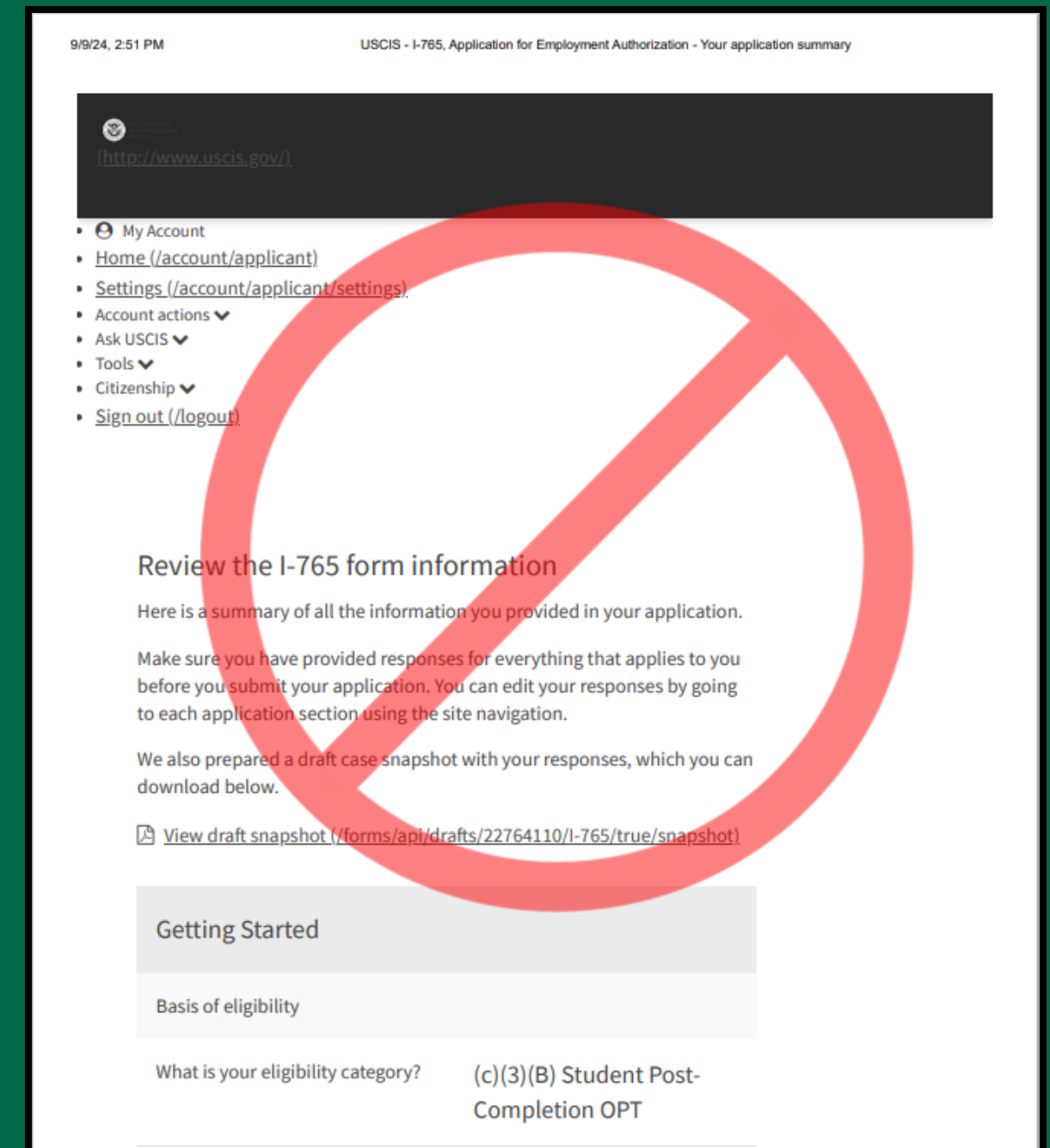
2.a. Family Name (Last Name) []

2.b. Given Name (First Name) []

2.c. Middle Name []

3.a. Family Name (Last Name) []

3.b. Given Name (First Name) []



9/9/24, 2:51 PM USCIS - I-765, Application for Employment Authorization - Your application summary

<http://www.uscis.gov/>

- My Account
- Home (/account/applicant)
- Settings (/account/applicant/settings)
- Account actions
- Ask USCIS
- Tools
- Citizenship
- Sign out (/logout)

Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot \(/forms/api/drafts/22764110/i-765/true/snapshot\)](/forms/api/drafts/22764110/i-765/true/snapshot)

Getting Started

Basis of eligibility

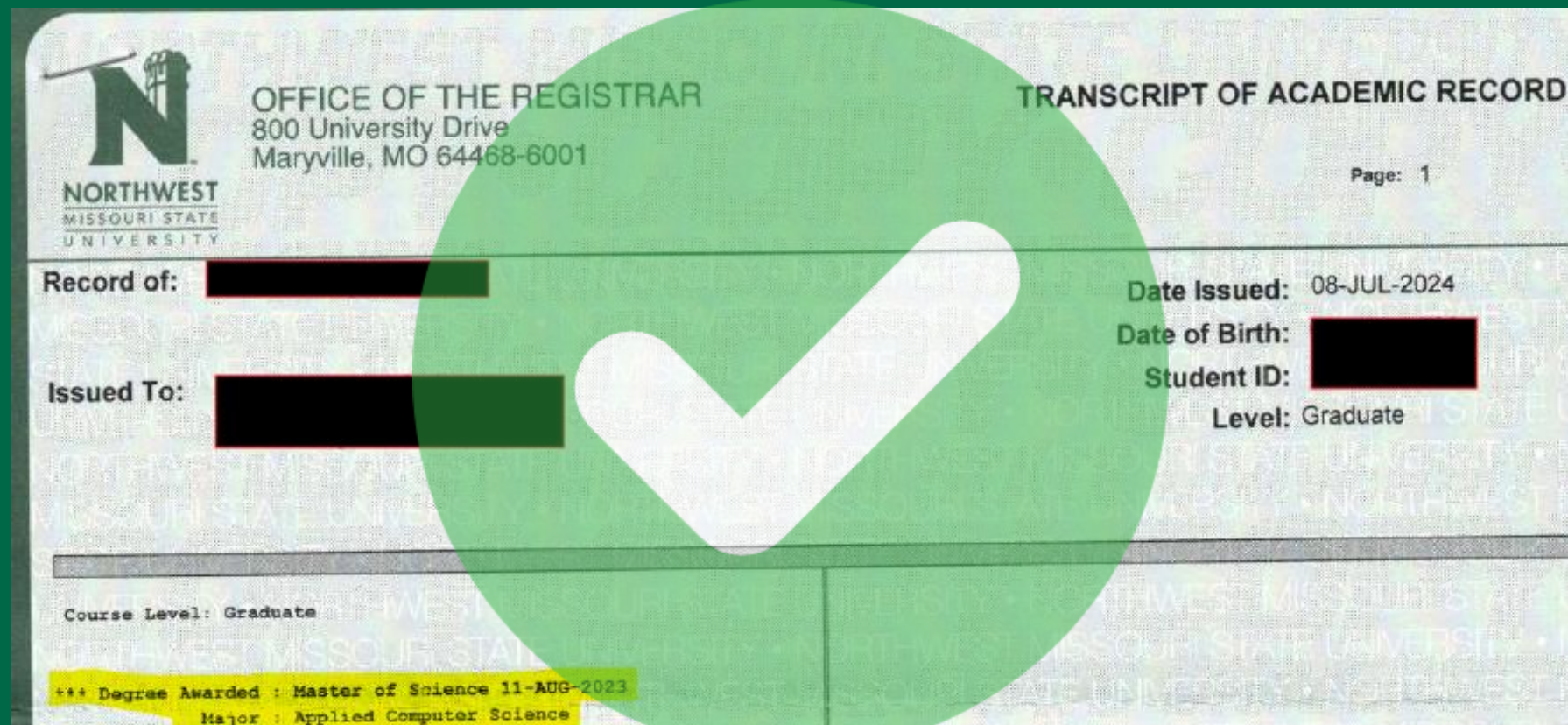
What is your eligibility category? (c)(3)(B) Student Post-Completion OPT

Part 3: Request for OPT I-20

Task 5.3: STEM Extension Document Review

Official Transcript

Upload your official transcript which shows your graduation date on it.



The image shows a transcript document from Northwest Missouri State University. A large green checkmark is overlaid on the document. The document includes the university's name, address, and contact information. It is titled "TRANSCRIPT OF ACADEMIC RECORD" and is page 1 of 1. The record is for a graduate-level course, and the degree awarded is a Master of Science in Applied Computer Science, awarded on August 11, 2023. The transcript was issued on July 8, 2024.

OFFICE OF THE REGISTRAR
800 University Drive
Maryville, MO 64468-6001

TRANSCRIPT OF ACADEMIC RECORD
Page: 1

Record of: [REDACTED] Date Issued: 08-JUL-2024
Issued To: [REDACTED] Date of Birth: [REDACTED]
Student ID: [REDACTED]
Level: Graduate

Course Level: Graduate

*** Degree Awarded : Master of Science 11-AUG-2023
Major : Applied Computer Science



Part 3: Request for OPT I-20

Task 5.4: STEM Extension Document Review

Form I-20 (Pages 1 and 2)

Enter your most recently issued I-20. It is okay if it is old, you do not need to request a new I-20 for this section, just upload what you have. Make sure you sign the I-20 first and include pages 1 and 2.

I-94 Record (not your full travel history)

Upload your I-94, not your travel history (see below). PDF preferred.

Most Recent I-94 Results

For: [REDACTED]

Most Recent I-94

Admission (I-94) Record Number : 442704800A2
Arrival/Issued Date : 2020 January 14
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : [REDACTED]
First (Given) Name : [REDACTED]
Birth Date : 1998 November 08
Document Number : [REDACTED]
Country of Citizenship : Nepal

[GET THIS TRAVELER'S TRAVEL HISTORY](#)

[PREVIOUS](#) [PRINT](#)

Travel History Results

Document Number : [REDACTED]
Document Country of Issuance : Nepal

	Date	Type	Location
1	2020-01-14	Arrival	WAS
2	2019-12-16	Departure	BOS
3	2017-07-25	Arrival	NYC

Part 3: Request for OPT I-20

Task 5.5: STEM Extension Document Review

Passport ID Page

Upload your most recently issued passport, in color. PDF preferred.

Visa Stamp

Upload your F-1 visa, in color. PDF preferred.

EAD

Upload your EAD, in color. PDF preferred.

Photo

Upload your recently taken (within 30 days) passport-style photo.

Employment Offer Letter

Upload the offer letter for the position you are applying for the STEM Extension with.

Part 3: Request for OPT I-20

Task 6: OPT Processing Fee and Submission

Before submitting your request in the IIC portal, you need to pay the IIC OPT Processing fee. This fee only needs to be paid once and is non-refundable. [Click here to make the payment](#). Once you have made the payment, you will receive an email with an order number. Enter the order number from your receipt into this section.

To complete submission of your request, select 'Submit'.

6 OPT Processing Fee (Questionnaire)
Required *

Please pay the OPT processing fee at https://secure.touchnet.com/C21165_ustores/web/product_detail.jsp?PRODUCTID=228&SINGLESTORE=true.

Initial OPT Processing Fee Order Number (found on receipt) *

Required

↑ Previous

Enter comments to display to the student

4000 characters left

Return Document

✓ Submit Save as Draft

Part 3: Request for OPT I-20

Task 7: Receive Your STEM Extension Recommendation I-20

Your STEM Extension Recommendation I-20 request will have different statuses as it moves along the review process.

Draft: Your request is saved but not yet submitted for review.

Submitted: Your request is submitted to the IIC and awaiting review. Our goal is that requests will receive their first review within five business days of submission.

Clarification Requested: An error has been found that needs correction before the STEM Extension recommendation can be entered in SEVIS. You should receive an email from OPT@nwmissouri.edu with further instructions.

In Review: Your request has passed the first review by an IIC staff member.

Approved: Your request has passed a second review by a DSO and is now being processed. Our goal is that requests will be processed within five business days of moving to In Review status.

Completed: Your request has been fully processed, and your STEM Extension Recommended I-20 has been issued. You will receive an email from OPT@nwmissouri.edu when your I-20 is ready, it will be uploaded to your IIC Portal profile for you to retrieve.



If your application has less than three minor corrections, the DSO will proceed with the STEM Extension recommendation in SEVIS. Please carefully review the email you receive once your I-20 is processed, as it will outline any corrections you need to make in myUSCIS before finalizing your application submission.

Part 3: Request for OPT I-20

Task 7: Receive Your STEM Extension Recommendation I-20

Once you receive the email confirming that your STEM Extension Recommendation I-20 has been issued, it's important to carefully review all the information provided.

APPLICATION SUBMISSION DEADLINES

You must submit your application to USCIS within 60 days of the DSO entering the recommendation in SEVIS. If you miss this deadline, you will need to request a new I-20 with a new OPT recommendation. The date next to the DSO's signature on page 1 of the I-20 indicates when the OPT recommendation was made in SEVIS. If you fail to submit your application within 60 days of this date, you'll need to submit a new request for a STEM Extension Recommendation I-20 in the IIC Portal.

Additionally, all students applying for the STEM Extension must submit their applications to USCIS before the expiration of their Initial OPT EAD.

Part 3: Request for OPT I-20

Task 8: Receive Your Initial OPT Recommendation I-20

Review page 2 of your I-20 to verify that it includes the STEM Extension recommendation. Check that the recommendation has accurate information.

Example:

EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	01 OCTOBER 2023	30 SEPTEMBER 2024
STEM OPT	FULL TIME	REQUESTED	01 OCTOBER 2024	30 SEPTEMBER 2026

Once you have verified the recommendation, sign the I-20 and scan pages 1 and 2 to save as a PDF on your device. Do not forget to sign first! **Typed signatures are NOT accepted.**

PART 4

FINALIZING SUBMISSION TO USCIS

Overview

Task 1: Navigate to your application

Task 2: Upload STEM Extension Recommendation I-20 to myUSCIS

Task 3: Review and Submit

Part 4: Finalizing Submission to USCIS


Task 1: Navigate to your application

‘Log in to myUSCIS and select ‘Continue’ under Your Drafts

Your Drafts

Continue I-765 Application for Employment Authorization

You need to finish your draft

[Continue](#)  [Delete](#)

Status	Last updated
Your draft is in progress	September 10, 2024

Part 4: Finalizing Submission to USCIS

Task 2: Upload STEM Extension Recommendation I-20 to myUSCIS

Upload your new STEM Extension Recommended I-20, ensure that it is signed (typed signatures are NOT accepted) and includes both pages 1 and 2.

Getting Started ▾

About You ▾

Evidence ▲

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20**

Additional Information ▾

Review and Submit ▾

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

⚠ Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)

Part 4: Finalizing Submission to USCIS

Task 3.1: Review and Submit

1. Read and agree to the statement presented.
2. Select 'Next'
3. Read and agree to the statement presented.
4. Enter your full legal name.
5. Select 'Next'

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

Your statement

Your signature

You must complete all fields with an asterisk (*) to submit this form.

Applicant's statement *

You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Brooke Ashlee Richards

Part 4: Finalizing Submission to USCIS

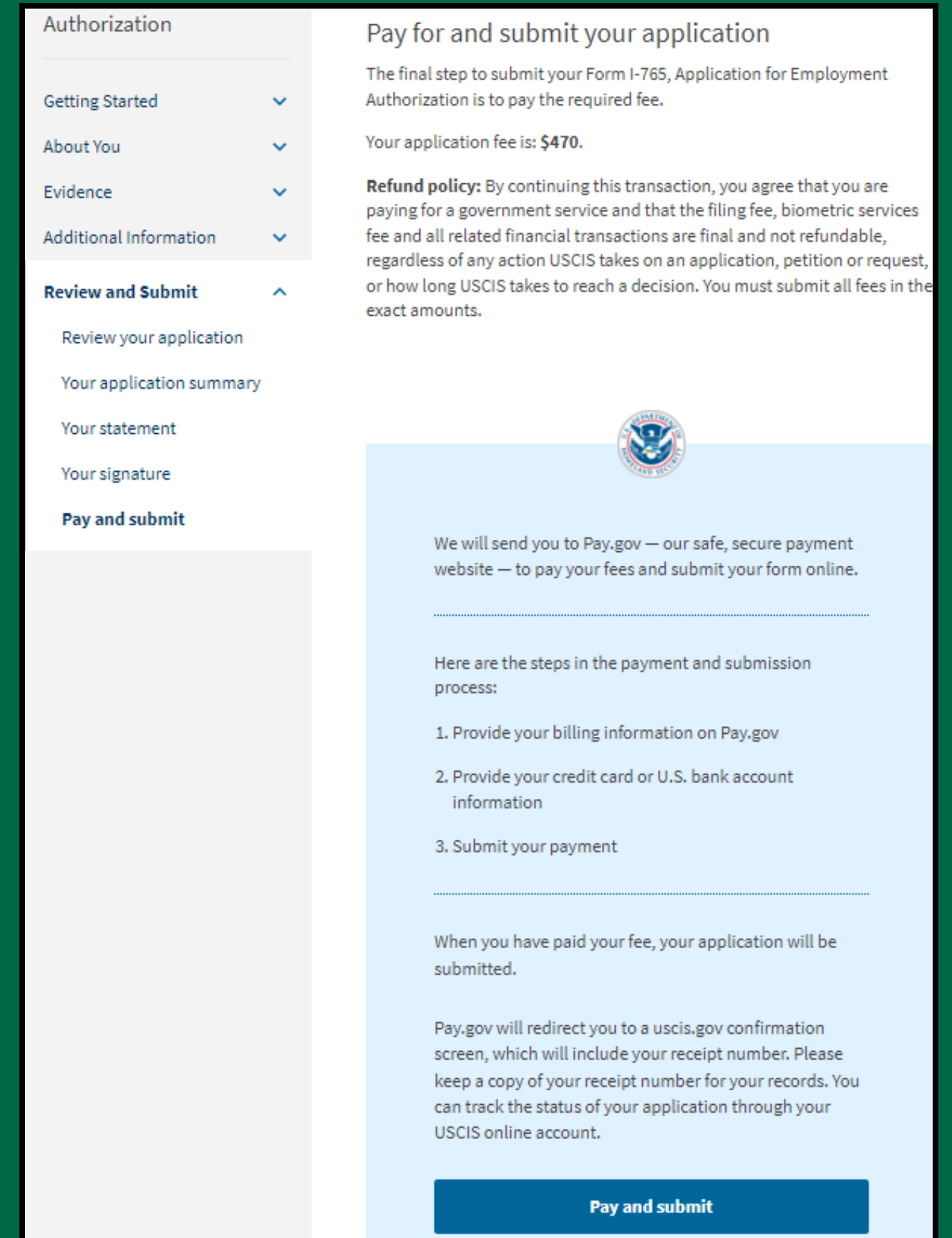
Task 3.2: Review and Submit

Complete a final review of your entire application.

Once you are satisfied your application is complete, select 'Pay and submit' to finalize the submission of your STEM Extension application. Once the fee is paid, your application is officially submitted.

You can monitor your application status through the myUSCIS website.

*Students who choose to pay for Premium Processing while filing the I-765 will fill out the I-907 at this point as well, and submit both fees together. The I-907 is a pretty straight forward form and should be easy to complete.



The screenshot shows the 'Pay for and submit your application' page on the USCIS website. On the left is a navigation menu with the following items: Authorization, Getting Started (with a downward arrow), About You (with a downward arrow), Evidence (with a downward arrow), Additional Information (with a downward arrow), Review and Submit (with an upward arrow), Review your application, Your application summary, Your statement, Your signature, and Pay and submit. The main content area is titled 'Pay for and submit your application' and contains the following text: 'The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.' 'Your application fee is: \$470.' A 'Refund policy' section states: 'By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.' Below this is the USCIS seal and a light blue box containing the text: 'We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online.' 'Here are the steps in the payment and submission process:' followed by a numbered list: '1. Provide your billing information on Pay.gov', '2. Provide your credit card or U.S. bank account information', and '3. Submit your payment'. Below the list, it says: 'When you have paid your fee, your application will be submitted.' 'Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.' At the bottom of the light blue box is a blue button labeled 'Pay and submit'.



Students with a pending STEM Extension application may continue working for 180 days past the expiration of their Initial EAD. Details regarding this extension are provided on your STEM Extension application receipt.

If USCIS issues you a Request for Evidence (RFE) please email a copy to OPT@nwmissouri.edu so a DSO can assist you in responding.