

STEM Extension Optional Practical Training E-Filing Process

After completing ISS' STEM Extension Optional Practical Training (OPT) workshop and submitting your STEM OPT I-20 application through Terra Dotta (visas.case.edu), you can begin preparing your I-765 application for Employment Authorization using USCIS' e-filing system.

Gather the following documents to e-file your I-765 application:

- 1 color scanned copy of your U.S. passport-style photo. The photo must be taken within the last 30 days, measure 2x2 inches, and have a plain white or off-white background. Please review the guidelines [here](#). You can obtain a passport-style photograph from a photo center at any pharmacy or FedEx/UPS location.
- Scanned copy of your passport's biographical page. Your passport must be valid at least 6 months into the future.
- Your I-94- either an electronic copy from cbp.gov/I94 or a scanned copy of your paper I-94.
- Copies of any previously issued I-20s *only if they have a CPT or OPT recommendation on them*.
- Scanned copy of the front and back of previously issued Employment Authorization Document (EAD) / OPT card(s).

Once your STEM OPT I-20 from ISS is ready- you'll be notified by e-mail 5-10 business days after you submit your application in Terra Dotta- you must:

- **check it for accuracy**
- sign it using blue ink
- scan the signed copy to be included with your I-765 application

E-Filing Your I-765 Application for Employment Authorization- Instructions & Tips

Using your gathered documents, create an account and/or sign in to an existing account if you have one at <https://myaccount.uscis.gov> in order to e-file your I-765. You may find it useful to review the help materials at <https://www.uscis.gov/file-online> before getting started.

Do not file before you have your STEM OPT I-20. You must also e-file within 60 days of the date that ISS creates your STEM OPT I-20 and before your EAD expires. You can see this date your I-20 was created on page 1 of the I-20. The form you begin on USCIS website only saves for 30 days as well. If you file after 60 days of the I-20 creation date and/or after your EAD end date, your application will be denied by USCIS.

Once you create your account, select the **Form I-765 Application for Employment Authorization**

- **Eligibility Category:** Select "c(3)(C) STEM Extension"
- **Reason for Applying:** Select "Renewal"
- **Have you previously filed Form I-765?** Select "Yes"
- **Is someone assisting you with completing this application?** Select "No" unless someone from your company is requesting to fill this out for you.
- **What is your current legal name?** Please write your name exactly as it appears on your I-20. If your name will not fit in the space provided, fill in as much as possible. You will have an opportunity later to address this in the "Additional Evidence" where you can spell your name in its entirety. If you have used previous names, including nicknames in official records or documentation, complete these sections on the application as needed. **DO NOT** list nicknames that you have not used on official records
- **What is your current U.S. mailing address?** This is the address to which your receipt notice and EAD will be mailed. This

address must be valid for the length of time your application takes to process. If you are using a family or friend’s address, indicate the person’s name in the “In Care of Name” line. This person must be listed with the US Postal Service as living at this address. If you would like to use ISS’ address for the purpose of receiving your mail, you may do so. A screenshot with the address appears later in the guide.

- **What is your current immigration status or category?** F1-Student, Academic or Language Program
- **Information about Latest Arrival:** Complete this section using information from your I-94, passport, and I-20. Your SEVIS number is found at the top of your current I-20
- **What is your A-Number?** This is “USCIS number” on the EAD.
- **Additional Information-** MUST be completed if you have had different SEVIS IDs AND/OR completed practical training (CPT/OPT)
 - List all SEVIS ID numbers that are different from your current one. They could be issued for different degree levels or periods of study. Also indicate whether you were authorized for CPT and/or OPT and explain the opportunity. You will also upload a copy of any CPT/OPT I-20s later.
 - **Example 1:** Student studied for his bachelor degree but did not do practical training. He returned to the US later to study at CWRU and were authorized for CPT. *“Previous SEVIS ID N01234567, bachelor degree, no CPT or OPT. Current SEVIS ID N000002543, master’s degree, CPT from 05/01/2018 – 08/30/2018 at Philips for internship requirement, 20 hours per week.”* You will also upload a CPT I-20 later
 - **Example 2:** Student came to the US for the first time for her master’s degree at CWRU and was authorized for CPT. *“Approved for CPT from 01/14/2019-04/20/2019, full-time, at Cleveland Clinic.”*

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.

CPT AUTHORIZATION EXAMPLE

Section: Evidence

Page: Previously authorized CPT or OPT

Question: Previously authorized CPT or OPT

Additional information: Authorized for CPT, 20 hours per week at Moen, from 08/26/2019-11/25/2019

73/500

Save response Cancel

PREVIOUS OPT AUTHORIZATION EXAMPLE

Section: Evidence

Page: Previously authorized CPT or OPT

Question: Previously authorized CPT or OPT

Additional information: Previously authorized for OPT at the Bachelor's degree level from (start date) to (end date)

92/500

Save response Cancel

EXAMPLE OF PREVIOUS SEVIS ID EXPLANATION

Section: About You

Page: Your immigration information

Question: What is your Student and Exchange Visitor Inform...

Additional information: I was issued a previous SEVIS ID _____ for (explain reason)

67/500

Save response Cancel

Screenshots to Guide You Through the STEM OPT E-Filing Process

Create your account at myaccount.uscis.gov.



Create an Account or Sign In

U.S. Citizenship and Immigration Services

Search our Site | Sign In

Forms News Citizenship Green Card Laws Tools

Become a U.S. Citizen
Thinking about naturalization? We have resources to help you.
Visit our Citizenship Resource Center to learn about the process of becoming a U.S. citizen, how you may qualify and the study tools to help you.
Learn More

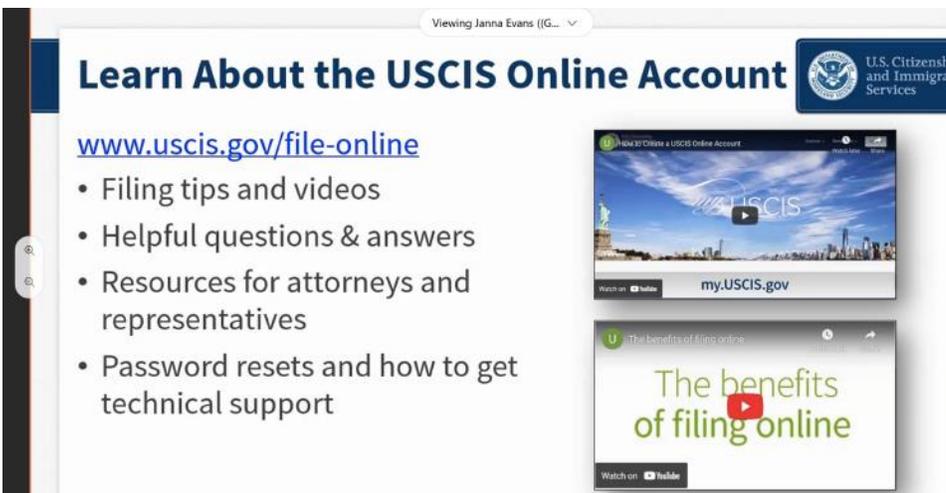
File Online
Filing a form online is easier and faster than paper filing. It gives you a simple and personalized way to track your case online. You can also access other USCIS services.
The first step in the process is to **create an account**.
Simple and personalized way to track your case online. You can also

Manage Your Case
Use our online tools and resources to manage your case.
• Check your case status
• Check processing times
• Change your address online

Get started at:

- www.uscis.gov
- my.uscis.gov
- myaccount.uscis.gov

If you need them, there are help guides available at uscis.gov/file-online.



Viewing Janna Evans (IG...)

Learn About the USCIS Online Account

www.uscis.gov/file-online

- Filing tips and videos
- Helpful questions & answers
- Resources for attorneys and representatives
- Password resets and how to get technical support

How to Create a USCIS Online Account
my.USCIS.gov

The benefits of filing online
The benefits of filing online

Click on **“Create an Account”** to set up your account OR log in to an existing account. Bookmark this page for easy access.

Account Sign In

U.S. Citizenship and Immigration Services

Sign In

Email
sohappynow@gmail.com

Password
[REDACTED]

Forgot your Password? Show Password

Sign In

One account for all of your USCIS needs. [Create an account.](#)

Didn't receive confirmation instructions?

Legal

- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

Sign in then click on **“File a form online”** to begin your application process.

Account Onboarding

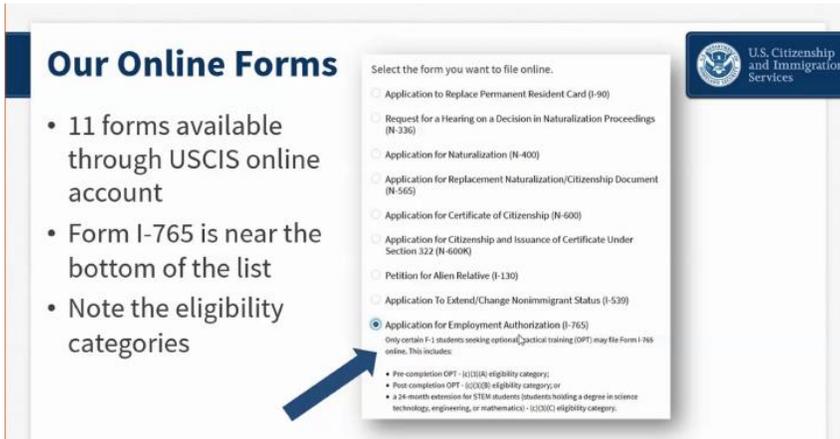
U.S. Citizenship and Immigration Services

Welcome to Your USCIS Account

Select what you want to do

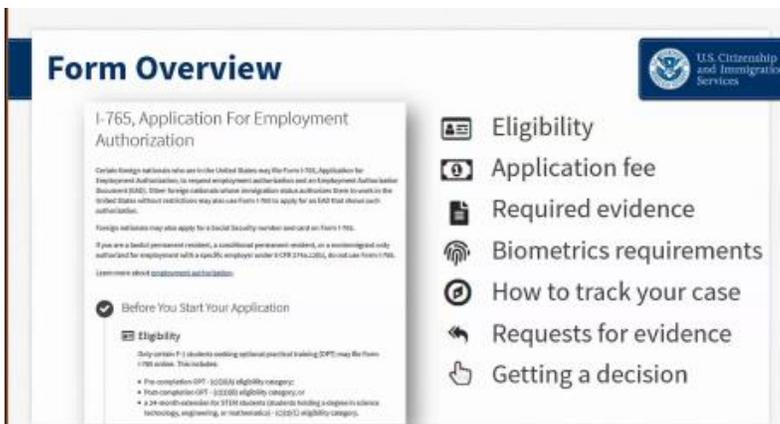
- Add a paper-filed case**
View your case status and case history by adding your case to your account
- File a form online**
Start a new form, upload evidence, and pay and submit online
- Enter a representative passcode**
Review and sign forms prepared for you by your attorney or representative
- Verify your identity**
Answer questions about your immigration history to verify your personal identity

Select “**Application for Employment Authorization (I-765)**” from the drop-down list.



Review the information on this page carefully. It will tell you everything you need know to successfully e-file. Make sure you have all items on the list of required evidence prepared before starting your application.

Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers. Go in order so that you only see the questions you need to complete. The form will auto save your answers in each section.



You will be applying for **(c)(3)(C) STEM Extension**.

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

What is your degree?

Write whichever degree you are basing your application on (usually the one you just graduated from, unless you are basing your application on a previously earned STEM degree.)

Masters, Chemistry

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

Make sure to check with your employer about this information!

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

VERY IMPORTANT: THIS IS NOT THE EIN (employment verification number). The E-verify number is SEPARATE and different!

Select “Renewal of permission to accept employment”.

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

The next sections in the application will ask information about you. You will need your I-94, passport, and I-20, an SSN to complete the immigration information section.

The screenshot shows a webpage titled "Filling Out the Form—Your Immigration Information" with a list of required information and a sample I-94 form. The list includes: Country of citizenship/nationality, Form I-94 Arrival-Departure Record number, Last arrival date in U.S., port of entry & status, Current passport/travel document number, expiration date, issuing country, Current immigration status, SEVIS number, A-Number, and USCIS Online Account Number. The sample I-94 form is for a U.S. citizen from Mexico, with an I-94 number of 101794, an I-94 Record Number of 890288002, and an arrival date of 10/02/12.

For the government-issued photo ID, upload the **biographical page from your passport**.

For the Institution Accreditation, you may not necessarily need to upload anything. You only need to provide this if you are filing for a STEM OPT extension based on a previously earned STEM degree.

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: 6MB per file

Choose or drop files here to upload
You do not need to upload anything unless you are applying based on a previously earned STEM OPT degree! Click NEXT without uploading anything.

If you are applying based on a previously earned STEM degree, please contact your previous institution's ISS office.

**Filling Out the Form—
Your Immigration Information**

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry & status
- Current passport/travel document number, expiration date, issuing country
- Current immigration status
- SEVIS number
- A-Number
- USCIS Online Account Number

U.S. Customs and Border Protection

Form I-94 Number	194752
Admission (I-94) Number/Retrieval	
Admission (I-94) Record Number	493008893
ARRIVAL DATE (MM/DD/YYYY)	10/10/2012
Details provided on Admission(I-94) form:	
Entry Name	U
First (Given) Name	LYNN
Date of Birth (MM/DD/YYYY)	04/04/1988
Passport Number	P42023313
Passport Country of Issuance (Numeric)	84192012
Date of Entry (MM/DD/YYYY)	10/10/2012
Class of Admission	B1

Once you have your STEM OPT I-20, you must print it and physically sign it using **blue ink**. The printed, signed copy of your I-20 must then be scanned and uploaded through the e-filing system. This scanned copy that you create to upload does not need to be a color scan.

Note: Do not electronically sign or insert a digital signature on your I-20. Your application will be denied if you do this.

Review the formatting requirements required for your uploads. It is your responsibility to format and upload all of your documents properly according to USCIS' instructions. **Your application will be denied if it is not complete and compliant.**

Filling Out the Form—Evidence



All F-1 I-765 applicants must provide:

- Passport-style photograph
- I-94 card, travel document, or electronic I-94
- Most recent EAD, if you have one, or government-issued photo ID
- Proof of enrollment at SEVP-certified school



***Other evidence depends on student's category. See this checklist for details:
www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only

If you use a scanner/copier, you will be creating documents. Documents must be in PDF, JPG/JPEG, or TIF/TIFF formats only. Photos taken with a camera must be formatted as a JPG/JPEG or PNG only. When naming your documents, use English only. Characters in other language will cause your file to be rejected. The only characters accepted in your titles are periods [.]; hyphens [-]; underscores [_] or parentheses [()]. Do not use any special characters.

Examples of proper formatting are:

FamilyName_FirstName_OPTI20.pdf

FamilyName_FirstName_Passport.jpg

ISS highly recommends scanning your documents from a scanner/copier and uploading “clean” clearly-legible PDFs that are free of shadows and show nothing in the “background” – no fingers, tabletops, other paperwork, etc. ISS does not recommend that you take pictures of your documents.

Filling Out the Form—Formats

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file

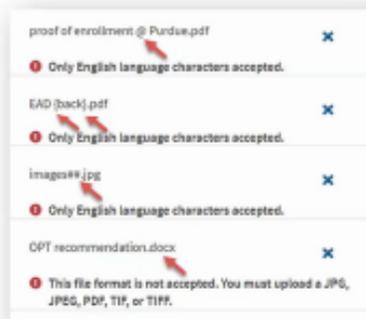


Filling Out the Form—Formats

The only characters allowed in document file name are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores _
- Parentheses ()

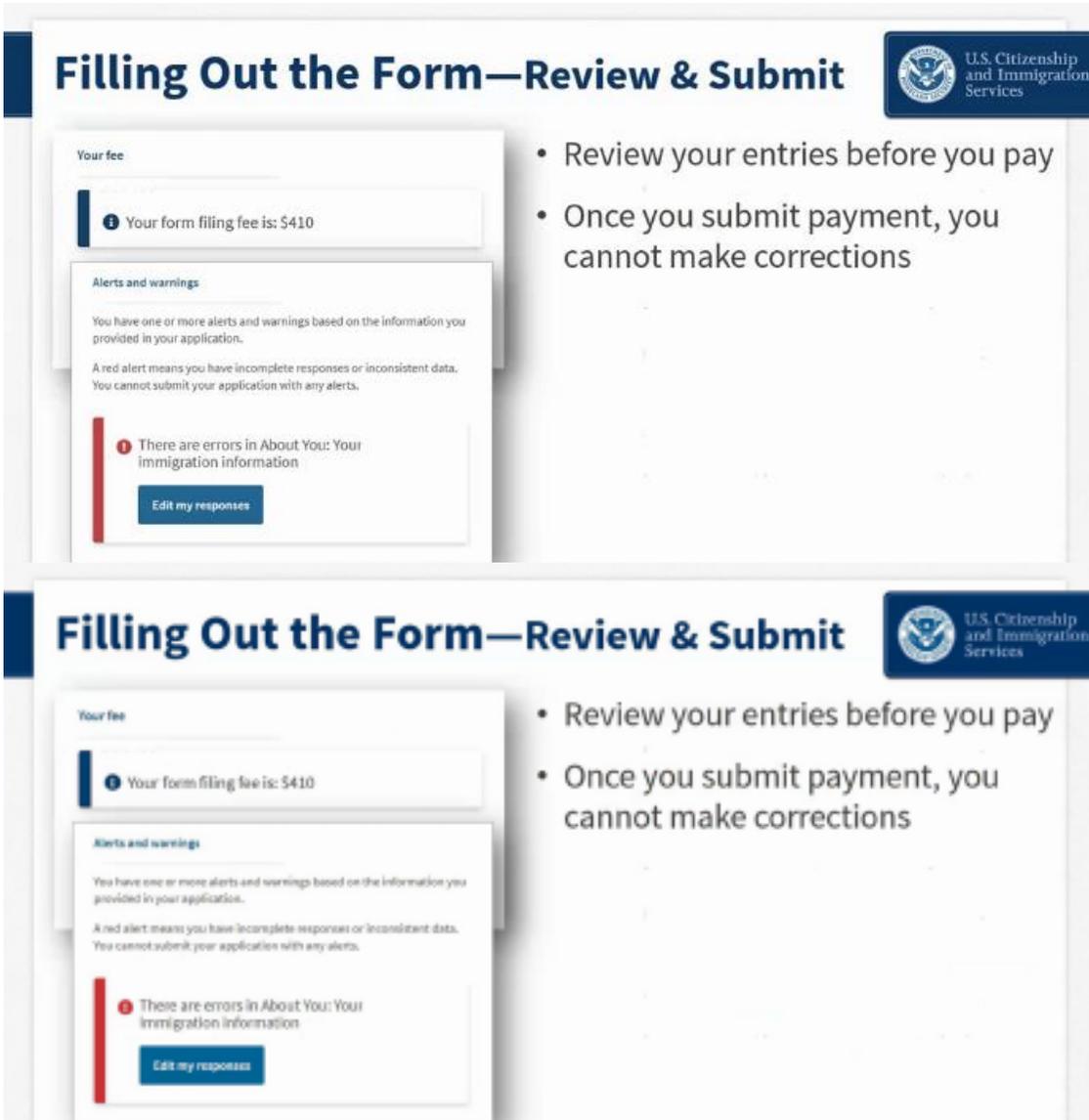
***Do NOT use special characters



Before moving to payment, the application will check for errors and notify you if you may need to edit your response.

Note: Errors will NOT be checking your answers for accuracy – you alone must make sure that the data you provide in your application is correct. If you want help reviewing your I-765, click “view draft snapshot” to generate a draft that an ISS advisor can review with you for completeness only before you e-file your application. You can e-mail the pdf to international@case.edu

An “error” simply means that you may have missed something on the application or formatted something incorrectly. If an error is highlighted in red, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that may need correction. Review everything to make sure that your information is correct. If it is, you can submit without changing your response.



Filling Out the Form—Review & Submit U.S. Citizenship and Immigration Services

Your fee

- Your form filing fee is: \$410

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

- There are errors in About You: Your immigration information

[Edit my responses](#)

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

Once you have completed the forms; uploaded all evidence; checked for any errors; reviewed your STEM OPT I-20, signed it, and scanned it to upload, you can move on to electronically sign your I-765. The system will direct you to pay.gov to pay your USCIS application fee. You may pay by bank transfer (ACH) or via a debit/credit card issued by a U.S. bank. The U.S. billing address provided must match the details on your bank/credit card account.

Filling Out the Form— Applicant's Declaration & Certification



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

Applicant's signature

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.

Enter your full legal name here

Filling Out the Form—Paying the Fee



- After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal
- Pay by ACH withdrawal, or debit or credit card

Filling Out the Form—Paying the Fee



- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit "Continue" to pay the fee, your form will be submitted

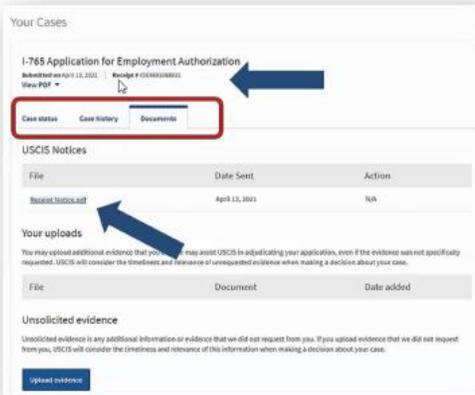
Make sure that you have successfully completed submission. A confirmation will display on the screen and you will immediately get a receipt notice with your case number. Click on **"Go to my cases,"** then click on **"Documents,"** to download and save a copy for your records.

Filling Out the Form—After You Submit

- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



Tracking Your Case



All notices are posted to your account

- Receipt notice
 - Biometrics notice
 - Request for Evidence (RFE)
 - PDF of completed form
 - Decision letter
- * Notices are also mailed to the mailing address on file

Once you submit your application, you can check on your application for updates. Please be aware that the updates are standardized and there are only a few updates reported as your application progresses through processing.

Note: If at any time you receive a Request for Evidence (RFE) from USCIS, please contact ISS so that an advisor can assist you.

When USCIS produces your EAD, you should be able to check on its delivery status.

Note: If you use ISS' address for delivery, your mail first goes to the university's central mailroom. It takes time for all mail to be sorted before it reaches its destination on campus. USCIS systems may indicate that your EAD has been delivered, but until ISS contacts you about having received your mail at Tomlinson 143, it has not been delivered to ISS.

If you have any questions, you can view the [STEM OPT presentation](#) at any time, e-mail ISS at international@case.edu, and attend advising hours online Monday, Tuesday, Thursday, Friday from 11am-1pm EST at [this link](#) or in person in Tomlinson 143 from 1pm-3pm EST.