

DO NOT MAIL YOUR OPT APPLICATION UNTIL YOU RECEIVE FEEDBACK AND ADDITIONAL DOCUMENTS NEEDED FROM ISS! FOLLOW THE STEP-BY-STEP INSTRUCTIONS BELOW TO APPLY FOR YOUR STEM OPT EXTENSION!



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APPLYING FOR STEM OPT EXTENSION – MAILING YOUR OWN APPLICATION

The ISS Office has moved away from face-to-face meetings with students, and our staff will now be working remotely. Because of these changes, applicants for the STEM OPT extension can mail their own applications if they desire, rather than mailing your application materials to ISS for processing. Please follow the step-by-step instructions below to have your application reviewed by ISS and receive the necessary supporting documents to include with your application. It will be your responsibility to mail your STEM OPT application to USCIS, therefore follow these instructions carefully.

If you have any questions when completing the application forms, please contact ISS.

STEP 1: DOCUMENT REVIEW BY ISS STAFF

Scan and email the following documents to uwglobal@uwyo.edu for review by Maria or Jessie. We will review these documents for any errors and email you afterwards with our corrections. Include your current mailing address in the email. We will use this address to mail your STEM OPT I-20 to you.

- [Form I-765](#): On page 2, Question 5-6, for mailing address you may choose to keep the ISS address if you will be comfortable with having your receipt and EAD card delivered to our office. You may also choose to have your receipt and EAD card delivered to another address. If you use another address, confirm the details and do not forget to include the Apt. #.
- [Form I-983 Training Plan](#) – Page 1 is completed by you. All other pages MUST be completed by your employer. Your employer can see the [I-983 Instructions](#) or the [DHS STEM OPT Help Hub](#) for information about completing this form.
- [OPT Extension Information Form](#)
- [G-1145 Notification of Application Acceptance](#)
- Proof of degree/program completion
 - Undergraduate or Graduate students who have graduated – Request an official transcript from the UW Office of the Registrar. They can email you an official transcript.
 - Graduate students who have not graduated – Request a new letter from your academic advisor confirming that you have completed all degree requirements except for completion of your thesis or dissertation. Your advisor must sign, but can email the scanned letter to you.
- Letter from all employers while on OPT confirming your official dates of employment
- Scan of Check/Money Order - [Example of how to write a check](#)
- Scan of 2 Passport-Style Photos - [Passport-Style Photo Standards](#)
 - On the back of each passport-style photo, using either a felt-tipped pen or very gently with a pen or pencil, write your name and SEVIS ID Number, and “I-765 OPT”. Be gentle enough that your writing does not show through on the front of the photo.

STEP 2: SIGN YOUR I-765

After you have made all ISS recommended corrections, you must print, sign and date your I-765 on page 4 using black ink only. This must be a ‘wet’ signature, meaning you must sign it by hand and not use an electronic signature.

STEP 3: RECEIVE AND SIGN YOUR OPT I-20

ISS will email to you a scan of the I-20. Sign this I-20 and include a copy with your packet. ISS will also email the ISS Cover Letter and printout of your Post-Completion OPT EAD page to include with your application.

STEP 4: PREPARE YOUR PACKET FOR MAILING

Prepare your packet by using the order below. Remove any staples from your documents; you will staple or clip together all documents IN THIS ORDER:

1. Cover Letter provided by ISS
2. G-1145
3. Check/Money Order and Two Passport-Style Photos. Place your Passport-Style Photos in a clear sandwich bag
4. Printout of the Post-Completion OPT EAD emailed to you by ISS
5. Form I-765
6. OPT Extension Information Form
7. Copy of I-20 after you have signed it
8. Transcript or Letter from Academic Advisor
9. Employment date confirmation letters
10. Copy of I-94 – Retrieve from <https://i94.cbp.dhs.gov/i94/#/home>
11. Copy of most recent Passport
12. Copy of most recent Visa

NOTE: If you would like ISS to review your packet one more time before mailing, please email to uwglobal@uwyo.edu. It may take several days for our staff to review these documents.

STEP 5: EMAIL COMPLETE APPLICATION PACKET TO ISS

Scan and email your complete application packet to Maria or Jessie for inclusion in your ISS file. Include all documents above AND the Form I-983 in your email. **DO NOT MAIL THE I-983 WITH YOUR APPLICATION!**

STEP 6: MAIL YOUR APPLICATION TO USCIS

When ISS staff email your I-20 to you (See Step 3), we will include an address for you to mail your documents to USCIS. There will be two addresses, one for mailing with FedEx/UPS, and the other if you choose USPS. Make sure that you use the address for the PHOENIX Lockbox. **PLEASE ASK FOR DOCUMENT TRACKING.**

STEP 7: ISS WILL MAIL ORIGINAL I-20 TO YOU

The ISS Office will mail your original STEM OPT Request I-20 to you using USPS.

STEP 8: EMAIL COPY OF YOUR RECEIPT NOTICES TO ISS (ONLY IF USING YOUR OWN ADDRESS, NOT ISS ADDRESS ON I-765)

Roughly 14-17 days after your documents are delivered to USCIS you will receive in the mail a paper I-797 receipt notice confirming that USCIS has received your OPT request. The receipt will include your USCIS case number, and instructions on how to check your case status on the [USCIS Case Status page](#).

IMPORTANT: Make a scan or use your phone and take a picture of the receipt notice and email it to uwglobal@uwyo.edu.

STEP 9: EMAIL EAD CARD AND APPROVAL NOTICE TO ISS (ONLY IF USING YOUR OWN ADDRESS, NOT ISS ADDRESS ON I-765)

Your OPT EAD card and Approval Notice will be delivered to the address written on page 2 of the I-765 application. These will be two separate mailings. When you receive the EAD please DO NOT REMOVE the card from the paper it is glued to. Take a picture or scan of the whole page with EAD and email it to uwglobal@uwyo.edu.

If you have any questions about STEM OPT Extension or the procedures listed on this document, please send your inquiries to uwglobal@uwyo.edu and we will assist you.