MIDDLEBURY COLLEGE STEM OPT FILING GUIDANCE

Note: Each student is ultimately responsible for filing their own accurate and complete application with U.S. Citizenship and Immigration Services (USCIS).

1. Read all the information regarding STEM OPT on the International Student & Scholar Services (ISSS) website: (http://www.middlebury.edu/international/isss/employment/stem).

2. Complete and submit to ISSS the STEM OPT Extension Intake form and supporting documents through the secure ISSS Document Submission webform (https://forms.middlebury.edu/international/isss/document-submission-form). DO NOT EMAIL DUE TO SECURITY REASONS. The complete packet should be scanned in the order below as ONE document with multiple pages in PDF format and uploaded to the above link. Please do NOT upload the below documents as separate documents.
   
a) Completed STEM OPT Extension Intake Form.
   http://www.middlebury.edu/system/files/stem_opt_extension_request_form.pdf
   
b) The G-1145 e-Notification of Application/Petition Acceptance form.
   
c) I-765 Application for Employment Authorization form. (See: I-765 Instructions for guidance.)
   Please see pages 3-5 of this document for Additional Form I-765 Filing Tips.
   
d) Copy of the diploma and transcripts for the STEM degree.
   
e) Copy of your most recent I-94 record to be downloaded from: https://i94.cbp.dhs.gov/I94/#/home.
   
f) Copy of your passport identification page, plus your most recent entry stamp and most recent visa;
   
g) Copy of your current OPT Employment Authorization Card (EAC) and any previous EACs you’ve been issued; and
   
h) Copies of all your previous I-20s (pages 1 and 2)

3. Scan as a PDF document separately and submit the completed and signed I-983 Training Plan with all attestations and supporting documentation through the secure ISSS Document Submission webform (https://forms.middlebury.edu/international/isss/document-submission-form) The form and instructions can be found at https://studyinthestates.dhs.gov/form-i-983-overview.

4. Give your employer the STEM OPT Employer Reporting Requirements document. It provides information about the role the employer plays in the STEM OPT reporting process.

5. The ISSS Advisor will review all documents and make the STEM OPT recommendation in SEVIS and create an updated I-20.

6. ISSS will notify you via email that the updated I-20 is completed and provide instructions to you to pay for the shipping of the I-20 to you. Follow those instructions to have the original updated I-20 mailed to you.

7. Upon receipt of the updated I-20, you will:
   a) Sign and date the updated I-20 in the Student Attestation box on the bottom of the first page;
   b) Copy pages 1 and 2 of the new I-20 for inclusion in the STEM OPT application packet. NOTE: Remember to keep your original updated SEVIS I-20 form with STEM OPT recommendation as your current I-20 form for travel. If you mail the original it will not be sent back to you.
8. Assemble the STEM OPT application packet as follows:
   >> DO NOT STAPLE ANYTHING IN THE PACKET! Use a single paper clip for the whole packet. <<
   >> MAKE ALL DOCUMENTS SINGLE SIDED TO ENSURE ACCURATE USCIS PROCESSING <<
   a) Check or Money Order for Filing Fee made payable to “U.S. Department of Homeland Security” – refer to www.uscis.gov for most current filing fee; and
   b) 2 Photos that meet USCIS requirements (with name and SEVIS ID # in pencil on back) – see Form I-765 Instructions for USCIS Photo Specifications; and
   c) The documents in #2 above from 2b through 2h in that order (do NOT include 2a);

9. BEFORE mailing, make a copy or SCAN of your entire OPT packet. Keep this duplicate packet for your personal records.

Mailing Guidelines

Mail the completed OPT application to the USCIS. USCIS must receive your OPT application with Form I-765 and supporting documents within 60 days of the date that your DSO enters the recommendation in your SEVIS record. Refer to the date by the signature of the DSO on the first page of the I-20 to determine the date. USCIS must physically receive the completed packet by no later than your expiration date of your current post-completion OPT Employment Authorization Card (EAC).

Note: Mailing addresses for I-765 can change without notice. So, before mailing, verify the address on the USCIS website: https://www.uscis.gov/i-765 under “Where to File.”

ISSS recommends sending your application by an express mail service such as UPS or FedEx that offer package tracking. If you mail via US Postal Service (USPS), be sure to request a method with a tracking number. DO NOT use a “signature upon delivery” option because USCIS may not “sign” for the package.

On the front of the envelope you place inside the express mail envelope write: “I-765 - OPT Application.”

You submit the I-765 application packet based on the mailing address you use on the I-765 form in part 2. If you use the ISSS mailing address, you mail to one of the locations below. If you use another address in the U.S. as the mailing address and/or you choose to use regular U.S. Postal Service, you must consult the USCIS website for the proper mailing address.

<table>
<thead>
<tr>
<th>For U.S. Postal Service (USPS) Deliveries:</th>
<th>For FedEx, UPS and DHL express mail Deliveries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>PO Box 660867</td>
<td>Attn: NFB AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business, Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

IMPORTANT NOTE: If you choose to NOT use ISSS’ address for mailing on the I-765 form, please ensure that ISSS gets a readable copy of any USCIS notices and the Employment Authorization Card (EAC) as we are required by law to report in SEVIS on you throughout your STEM OPT Extension period. If you do not use our address, USCIS will not notify ISSS on anything relating to your application. DO NOT email these copies due to security and privacy reasons. Please upload them through our secure Document Submission Form link: https://forms.middlebury.edu/international/isss/document-submission-form.
ADDITIONAL FORM I-765 FILING GUIDANCE

>> REASON FOR APPLYING

Refer to page 4 of the USCIS Form I-765 instructions for how to complete the form based on the Foreign Students Category at https://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf

>> YOUR U.S. MAILING ADDRESS

Use a valid, U.S. address as this is where USCIS will send notices, the Employment Authorization Card (EAC) and Social Security Number (SSN) (if requested).

We encourage you to use Middlebury College’s address so we can get the card when it is approved and update our records appropriately as well as help you if there are any Requests for Evidence or errors on the card. We will notify you when we receive any mail for you and arrange with you to have it mailed to you.

5a: Middlebury College ISSS
5b 14 Old Chapel Road
5c:
5d: Middlebury
5e: VT 5f: 05753
6: No

>> YOUR U.S. PHYSICAL ADDRESS

Use a valid, U.S. address for where you are physically living. (DO NOT PUT AN ADDRESS WITH A P.O. BOX)

>> OTHER INFORMATION

Question 8 You’re a-number can be found at the top of your post completion OPT EAC mailer or on your post completion EAC.

Question 9: If you have never created a USCIS On-line account number (most Middlebury College undergraduates probably have not), then you can leave this question blank.

Question 12: Since you have applied for employment authorization in the past, select YES. Provide copies of all previous EACs, front and backside. (You will also have to provide additional information in PART 6.)

Question 13a: Everyone must answer question 13a. It asks if the Social Security Administration (SSA) has ever officially issued you a Social Security card.

Question 14: Most F-1 students who are on post-completion OPT have a SSN and should answer No to this then skip ahead to Part 2, Question 18a.

>> YOUR COUNTRY OR COUNTRIES OF CITIZENSHIP

- If you are stateless, use the name of the country where you were last a citizen or national.
- If you are a citizen or national of more than one country, use the name of the foreign country that issued your last passport.
>> INFORMATION ABOUT YOUR LAST ARRIVAL IN THE U.S.

Question 21b: Use your passport information.

Question 21c: Most of you will be able to answer 21b with your passport information. In this case, you can write NONE for 21c. This is only to be used if you have a travel document other than a passport.

>> INFORMATION ABOUT YOUR ELIGIBILITY CATEGORY
Question 27: The **STEM OPT Extension** category is (c)(3)(C).

Questions 28a, 28b, & 28c: Put the STEM degree you earned, for example: BS - Biology, and name of employer as it is listed in the E-Verify system and the E-Verify number for the employer. **If you fail to include the E-Verify number (usually 6 or 8 digits), your application may be denied.**

PART 3)
>> APPLICANT’S STATEMENT
Select the appropriate box. Most students will choose 1a.

>> APPLICANT’S CONTACT INFORMATION
For questions 3 to 5, use your contact information. If you do not have a phone number for question 3, use the ISSS number at 802-443-5858.

>> APPLICANT’S SIGNATURE
Sign your name in the box (black ink) for 7a and make sure that your signature stays in the box. USCIS will not accept a stamped or typewritten name in place of a signature.

PARTS 4 OR 5 are used only if the applicant uses an interpreter or preparer (i.e. attorney).

PART 6) ** FOR ANYONE FILING A STEM OPT Extension:**
List, separately, **all** previously issued SEVIS numbers (the N number found on your Form I-20s), **all** periods of CPT, and **all** periods of OPT previously granted, including the current post-completion OPT period, as well as the educational level at which they were authorized. Since there are no clear USCIS instructions on how to list this information, consider the following method:

1. Family Name, Given Name, Middle Name (as listed in your passport and on the I-765)
2. A-Number you can find it under the USCIS # on your EAC or at the top of the EAC mailer.
3a. Page Number: 2  
3b. Part Number: 2  
3c. Item Number: 12
3d. (provide the additional information):
   - SEVIS ID N0000000000000000 (use your specific number)
   - MM/DD/YYYY to MM/DD/YYYY
   - Degree Level
   - Post-completion OPT (or Pre-Completion OPT or CPT depending on the type of employment authorization granted)
**FINAL REMINDERS:**

Answer all questions fully and accurately. If a question does not apply to you, type or print N/A, or NONE for questions requiring a numeric response, unless otherwise directed. If the form will not allow you to type N/A, you can type NOT APPLICABLE.

If there are any fields that do not contain sufficient space or for which you would like to provide additional information, such as your full name as it is on your passport please put it on page 6 and reference the page, part, and item numbers for which you are providing additional information.