Checklist for Optional Practical Training STEM Extension

____ Complete Form I-765 (www.uscis.gov)
____ Form I-983 Training Plan for STEM OPT (submitted to OIP)
____ I-20 with the DSO’s recommendation*
____ Photocopy of previous I-20s held by the student
____ Copy of previously issued OPT I-20. *One-sided copies only
____ Photocopies of Passport, VISA, and I-94
____ Two Passport-style photographs sealed in plastic bag
____ Receipt showing payment of OIP OPT Fee ($75)
____ Bank or money order payable to “Department of Homeland Security” for $410.00
____ Copy of your Degree – submit one of the following with a copy of diploma - official transcript or unofficial transcript.
____ Photocopies of any previous EAD card(s)
____ Form G-1145, E-Notification of Application/Petition Acceptance

*If you would like to use SHSU for your address:
1908 Ave J, SHSU Box 2150
Huntsville TX 77341-2150

Please contact for more information
Justin R. Ball, PDSO, RO
Phone: (936) 294-4607
jball@shsu.edu

If sending through Post Office use this address
TO:
USCIS
P.O. Box 660867
Dallas, TX 75266

If sending through Private Courier use this address
TO:
USCIS
Attn: AOS
2501 S. State Hwy 121 Business, Suite 400
Lewisville, TX 75067

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