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COLORADO COLLEGE

24-Month STEM-OPT Online I-765 Application Instructions

Prepare your Documents

To make the process of submitting your online application easy, please have the electronic files for these documents ready before you begin:

DOCUMENT(S)	NOTES
Most recent I-94 Arrival Record (not the travel history page)	Please make sure that your I-94 record reflects your most recent entry to the U.S. in F-1 status
2x2 inch photos	Get a new photo taken and save a digital file to upload to your I-765 application. Be sure to follow the photo requirements here.
New STEM OPT I-20 form from ISSS	Once you receive your new I-20 from ISSS, please print it, sign, and date it.
Copy of passport ID page	If you are a citizen of more than one country, please have copies from all passports.
Copy of F-1 visa	If you have more than one F-1 visa in your passport, you only need the most recent one. (Not applicable if you are Canadian)
Copy of previous EAD card(s)	Have copies of your EAD card(s) ready for any OPT you used before
Copy of diploma	Have a copy of your CC diploma
Official transcript or degree verification letter	In addition to your diploma, you will also need to upload a copy of either your official transcript or degree verification letter

Create or Log into your USCIS Account

1. Follow instructions for creating a USCIS online account or login to your USCIS account if you already have one.

2. Click on 'MyUSCIS'

3. Select 'File a Form Online' and choose 'Application for Employment Authorization (I-765)'.
4. Follow the instructions and complete each step in the order they are presented to you.

Completing your online STEM OPT Application

As you navigate through the sections of the online I-765 application, follow these tips to complete and submit your application. Once you pay the fee, you will no longer be able to edit your application.

Getting Started Section

QUESTION	HOW TO ANSWER
What is your eligibility category?	Choose **(c)(3)(C) STEM Extension**
What is your degree?	Include your degree level and CIP code (you can find this code on your I-20 form under Program of study, Major 1
What is your employer's name as listed in E-Verify?	Write your employer's name exactly as it appears in the E-Verify system. Your employer's name might be listed slightly different in the system, so always double check with them.
What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?	Write the E-Verify number you obtained from your employer Note: the E-Verify number is different from the EIN (Employer Identification Number)
Would you like to request Premium Processing?	The fee for premium processing of your I-765 application is $1,500. USCIS will adjudicate your application within 30 days should you choose to pay this fee.
What is your reason for applying?	Choose 'Renewal of permission to accept employment'
Have you previously filed form I-765?	Select 'yes'

About You Section

QUESTION	HOW TO ANSWER
What is your current U.S. mailing address?	**This is where your EAD will be mailed.** Make certain that the address you put in this section will be valid for the next 5 months as this is where your receipt notice, approval notice, and EAD will be sent. Mail from USCIS will not be forwarded by the U.S. Postal Service.
What is your date of birth?	Be sure to use the MM/DD format
What is your country of citizenship or nationality?	If you have dual citizenship, please remember to upload copies of both your passports
What is your form I-94 arrival-departure record number?	Enter the admission number on your most recent I-94 arrival record (not your travel history). Make sure the record reflects your most recent entry into the U.S and indicates F-1 as your class of admission.
Place of Arrival	Please choose the port of entry (air, land, or sea) where you cleared U.S. immigration during your most recent trip.
Status at last arrival	Scroll down and select 'F1 - Student, Academic Or Language Program'.
What is your travel document number (if any)?	If you already entered your passport number in the indicated field above this question, and if you do not have a separate travel document, please leave this section blank.
What is your A-Number?	Enter the USCIS# found on your OPT EAD. The number format should look like this: XXX-XXX-XXX. If you do not know your USCIS # select 'I do not have or know my A-Number'.

Evidence Section

QUESTION	HOW TO ANSWER
Form I-20	Please **print, sign, scan, and upload the new OPT I-20 that ISSS issued to recommend you for STEM OPT**. This is **the most important document in your online application** as it shows your requested STEM OPT type, full or part-time status, and dates at the top of the second page. **DO NOT SUBMIT** your OPT application without uploading this new I-20. Remember that you **must submit your STEM OPT application to USCIS within 60 days** of the issuance of your new I-20 recommending STEM OPT. If more than 60 days have passed since your I-20 was issued, please contact ISSS at ISSS@coloradocollege.edu
College Degree	Upload copies of your CC diploma and official transcript (or degree verification letter)
Institution Accreditation	If your STEM OPT application is based on your most recent degree that you obtained from CC, you can skip this section. This part is only required for applications based on a prior degree.

Pay the Application Fee

- Pay the required application fee of $410 (debit or credit card payment recommended). (NOTE: fee increases to $470 after 4/1/2024)

Review and submit

- Check that you are within the 60-day window after the date that your new OPT I-20 was issued to you by ISSS. Do NOT submit your application if it is outside this timeframe. Contact ISSS for assistance.

- Verify that all information is correct, then digitally sign and submit your application.

> Note: You **must be physically present in the U.S.** when you submit your application to USCIS.