Cornell ISSO Information Sheet for STEM OPT Application

Complete this form and email to sw57@cornell.edu or bring it to the ISSO with the I-983 training plan. We will enter our ISSO advisor recommendation for your STEM OPT in the SEVIS database and print out a new I-20 with our recommendation. An advisor will contact you within a few days. We will scan and email and then also mail the updated I-20 to you. After you receive the scan of the new I-20, you must print it out, sign it, and copy page 1 & 2 of your SIGNED copy, and send that copy along with ALL the other materials required for the STEM OPT application, as listed below and explained here: http://isso.cornell.edu/students/working-us/f1-work-post-grad-opt/opt-stem-extension

LAST NAME: _____________________________ FIRST NAME: __________________________

Email Address that you will keep while on OPT: __________________________

SEVIS ID# (upper right hand corner of your I-20, starts with “N”): N________________

Major Field of Study (it is listed on your I-20): __________________________

(NOTE: OPT only authorizes you to work in your field of study)

End date of Current OPT card: __________ Name of Employer: __________________________

Address of Employer (including zip code): __________________________

________________________________________________

Supervisor’s Last Name: __________________________

Supervisor’s First Name: __________________________

Supervisor’s phone (employer official on I-983): __________________________

Supervisor’s email (employer official on I-983): __________________________

YOU MUST ALSO INCLUDE A COMPLETED I-983 form when you submit this form to request the I-20 for the STEM extension: https://studyinthestates.dhs.gov/form-i-983-overview

Address to which we should mail the new I-20:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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Mail the documents listed below to the USCIS service center which governs the state in which you reside by certified mail or federal express. * USCIS must receive your application within 30 days of the day the ISSO issues the new I-20 to you. Keep copies of everything you mail! You will get a receipt notice from USCIS in one month.

[ ] 1. Form I-765 (which you will download from uscis.gov) (follow instructions on pages 2-3)
[ ] 2. A copy of page 1 and page 2 of the new I-20 that the ISSO advisor gives you with the recommendation for STEM OPT on page 2.
[ ] 3. A print out of your US Admission Record from www.cbp.gov/i94 OR copy of your I-94 card
[ ] 4. A copy of photo page (identification page) of your passport with passport expiration date.
[ ] 5. A copy of the F1 visa page of your passport (even if expired) (Canadians won’t have this).
[ ] 6. A copy of ALL previous I-20s that have been issued to you for your current degree program (if you do not have these, check with the ISSO advisor to get copies.)
[ ] 7. A copy of your previous OPT card or other work card (EAD) if you have had one
[ ] 8. For the STEM extension, you must also include a copy of your transcripts or diploma as long as it states the degree field.
[ ] 9. Two passport type photographs (See attached sample). Print your name and US Admission Record number (from the I-94 record) lightly in pencil on the back of each photo. Put the photos in an envelope and attach it to front of I-765. DO NOT CUT THE PHOTOS!
[ ] 10. Fee of $380 (after 7/1/2016, the fee is $410). Checks may be made payable to the U.S. Department of Homeland Security. You may send a money order or a personal check drawn on a US bank, NO CASH. Attach the check to the front of the I-765.

Where to File:

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<tr>
<th>If you live in (return address on I-765):</th>
<th>Mail your application to USCIS Dallas Lockbox:</th>
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</thead>
<tbody>
<tr>
<td>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</td>
<td>For U.S. Postal Service deliveries: USCIS PO Box 660867 Dallas, TX 75266 For Express Mail: USCIS, Attn: AOS 2501 S. State Hwy, 121, Business Suite 400 Lewisville, TX 75067</td>
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</tbody>
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<tr>
<th>If you live in (return address on I-765):</th>
<th>Mail your application to USCIS Phoenix Lockbox:</th>
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</thead>
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