



Cornell University
International Students
and Scholars Office

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Cornell ISSO Information Sheet for STEM OPT Application

Complete this form and email to isso@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): _____

Employer Tax ID (EIN); _____

Supervisor's Last Name: _____ Supervisor's First Name: _____

Supervisor's phone: _____ Supervisor's email: _____

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:

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. If you want to receive electronic notices from USCIS, attach form G-1145 available from www.uscis.gov.
3. A copy of page 1 and page 2 of the new I-20 from the ISSO with the STEM OPT recommendation on page 2.
4. A print out of your US Admission Record from www.cbp.gov/i94 **OR** copy of your I-94 card
5. A copy of photo page (identification page) of your passport with passport expiration date.
6. A copy of the F1 visa page of your passport (even if expired) (Canadians won't have this).
7. 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.)
8. A copy of your previous OPT card or other work card (EAD) if you have had one
9. Two **NEW** passport type photographs from within the last 30 days (See attached sample). You may NOT use photos that you have previously used for a visa or passport. 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 \$410.** Attach a money order or a check drawn on a US bank, (NO CASH) to the front of the application payable to the U.S. Department of Homeland Security.
11. **If you are applying for the STEM extension**, you must also include a copy of your transcripts or diploma as long as it states the degree field.

Where to File:

<p><u>If you live in (return address on I-765):</u></p> <p>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</p>	<p><u>Mail your application to USCIS Dallas Lockbox:</u></p> <p>For U.S. Postal Service deliveries: USCIS PO Box 660867 Dallas, TX 75266</p> <p>For Express Mail: USCIS, Attn: AOS 2501 S. State Hwy, 121, Business Suite 400 Lewisville, TX 75067</p>
<p><u>If you live in (return address on I-765):</u></p> <p>Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington (state), Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands</p>	<p><u>Mail your application to USCIS Phoenix Lockbox:</u></p> <p>For U.S. Postal Service deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>For Express Mail: USCIS, Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034</p>