Optional Practical Training
OPT Extension Information and Application Checklist

You are eligible to apply for the OPT Extension if:

- You are approved for your initial allocation of 12 months of post completion OPT.
- You have kept CIP updated with both your physical address and employer address.
- You have not exceeded more than 90 days of unemployment while on OPT.
- You have completed Bachelor’s or Master’s degree in STEM field.
- You are currently working, or have a job offer to work, in a position directly related to the degree obtained and for an employer who participates in the USCIS E-Verify system.
- You have not previously obtained the 17 month extension based on a prior degree.

You must apply in the 120 day window before your current OPT expires. The following materials must be received by USCIS before your current OPT expires.

  - List your eligibility code in question 16 as (c) (3) (c)
- Copy of I-20 Form with STEM Extension recommendation issued by CIP (must contact CIP to receive)
- Copy of OPT I-20(s) from current level of study
- Personal check or Money Order for $380, payable to U.S. Department of Homeland Security
- 2 colored passport photographs
  - Lightly write your name and SEVIS ID on the back of the photos. Place the photos in a clear Ziploc-type bag.
- Photocopy of your passport (identification pages and US visa page)
- Photocopy of I-94 card, front and back
  - Electronic I-94 can be found at: https://i94.cbp.dhs.gov/I94/request.html
- Photocopy of both sides of previous Employment Authorization Document (EAD) & I-797 Notice of Action
- Copy of your USI degree and final transcript which shows the level of degree and field of study
- Letters from all OPT employers verifying dates of employment
- Employer information including E-Verify Company Identification Number
- Statement from employer regarding how the employment relates to the STEM field (optional but recommended)

Remember: It is important to keep a copy of all of the documents submitted to USCIS. It can take USCIS 70-90 days to approve your OPT extension. Please contact Center for International Programs at 812/465-1248 if you have any questions.

Your application must be received by USCIS before your current OPT expiration date. If you are currently in Evansville and would like CIP to send your application sent via express mail, please check with CIP regarding the cost.

To mail your application, check here for the appropriate Lockbox based on your current state of residency: http://www.uscis.gov/i-765-addresses

**USCIS Phoenix Lockbox**
For U.S. Postal Service
USCIS
P.O. Box 21281
Phoenix, AZ 85036

For Express mail & commercial courier deliveries:
USCIS
ATTN: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

**USCIS Dallas Lockbox**
For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

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