

OPT STEM CHECKLIST

Students wishing to apply for the OPT STEM Extension must complete the following information and submit it to the Padnos International Center ([istudents@gvsu.edu](mailto:istudents@gvsu.edu))

I-983 completed by you and your supervisor

Submit a scanned copy

You should have the original

Form may be found at: [www.uscis.gov](http://www.uscis.gov)

Your name, current address and phone number

Name, Address, and E-verify number of company

Name, email address and phone number of your supervisor

Your job title

How your position relates to what you studied at GVSU

Dates of current OPT Authorization

First date of employment at current employer

Once GVSU receives this information, we will review and process your new I20. We will send the I-20 to you. Then, you will need to complete the information for USCIS. Forms I-765 and G-1145 should be downloaded from: uscis.gov

CHECKLIST:

I-765 (On # 20 write ( C ) ( 3 ) ( c ))

G-1145

Check or money order for $410.00 (pay to the order of: USCIS)

Passport photos – 2 please!

Copies of: (Keep your originals)

New I-20

Passport identification page

F-1 visa

I-94 (you probably need to print a copy of your electronic I-94)

Transcript

Diploma

Current EAD Card

Make copies of everything you send (including your method of payment)

EXPRESS MAIL EVERYTHING TO:

United States Citizenship and Immigration Services (USCIS)

Phoenix Lockbox

PO Box 21281

Phoenix, AZ 85036

ADDITIONAL INSTRUCTIONS:   
You must verify your employment and submit an updated I-983 every six months while you are on the OPT STEM. You may do this by emailing: [istudents@gvsu.edu](mailto:istudents@gvsu.edu)