Document Checklist for the 24-Month STEM Extension Application

Send electronic copy to International Student Services:

- **I-983 Training Plan**
  - Complete version to be submitted to ISS. It should not be mailed to USCIS.
  - You do not have to complete page 5 upon initial submission.
  - Make sure to review the “Helpful Information for Completing Form I-983,” available on our website.

- **I-765**

What to send to USCIS (always make sure to check the **I-765 instructions** on the USCIS website before sending your application).

- **I-765**
- **G-1145**
- Copy of post-completion OPT EAD Card
- Copy of OPT I-20
- Copy of Passport Photo Page
- Copy of visa
- I-94
- Check or money order for $410 made out to U.S. Department of Homeland Security
- New Passport Photos (taken within the last 30 days) with name and I-94 number written on the back
- Official Transcripts from the Registrar’s Office (they do not have to be sealed. You can order eTranscripts from your Self Service Carolina account. They cost approximately $12. Have them emailed to yourself. Unofficial transcripts are not acceptable.)
- Copy of Diploma
- Copy of new 24-month STEM I-20 (an ISS Advisor will create the new I-20 after reviewing the Form I-983 Training Plan and I-765)

**USCIS Mailing Addresses**

(always make sure to check **Direct Filing Addresses** on the USCIS Website before mailing. You can also mail your application to the Arizona location if you live in one of the specified states. Regardless of which location you mail your application to, all OPT applications are routed to the Potomac Service Center.)

**Regular Mailing Address:**
USCIS
P.O. Box 660867
Dallas, TX 75266

**Express/Courier Mailing Address** *(If you use Fed-Ex or UPS)*:
USCIS
ATTN: AOS
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067