You (the student) must prepare to the following documents *(included in this package)*:

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>DIRECTIONS (FILL OUT IN BLUE INK)</th>
</tr>
</thead>
</table>
| Form I-765 | ✓ Check box “Renewal of my permission to accept employment.”  
✓ Answer questions 1-17.  
✓ For question 16, enter the code (C)(3)(C) then sign and date the form.  
✓ For question 17, enter you degree, Employer’s name as listed in E-Verify, & Company’s E-Verify Number. |
| Form G-1145 | ✓ Fill out as directed. |
| “Responsibilities of F-1 Students on STEM Extension OPT” Form | ✓ Fill out as directed. |

In addition, you **must also prepare photocopies** of the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Degree / Graduation</td>
<td>Diploma or Official Transcript from Registrar</td>
</tr>
<tr>
<td>Proof of Current Employment</td>
<td>Job Offer Letter</td>
</tr>
<tr>
<td>All Previous &amp; Current Forms I-20</td>
<td>Copy pages 1 &amp; 3</td>
</tr>
<tr>
<td>Form I-94 Printout</td>
<td><a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a></td>
</tr>
</tbody>
</table>
| Passport | Identity and Information page  
✓ F-1 Visa page |
| Current EAD Card | |

After meeting the International Advisor, you are to **staple** the following documents to the application package:

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>$380 Money Order or Personal Check</td>
<td>✓ Payable to U.S. Department of Homeland Security</td>
</tr>
<tr>
<td>(2) Color Passport Photographs</td>
<td>✓ (Write signature on back of both)</td>
</tr>
</tbody>
</table>

**Note:** STEM Application must be submitted to USCIS prior to the expiration of your OPT. Student’s on STEM can work up until 180 days while the STEM Application is in process.

Once done, you are to mail to the completed application package to the below address via **Certified and Receipt Returned Mail** *(requested to the post office or carrier service).*

<table>
<thead>
<tr>
<th>U.S. Postal Service Address:</th>
<th>Express Mail Address:</th>
</tr>
</thead>
</table>
| U.S. Citizenship and Immigration Services  
P.O. Box 660867  
Dallas, TX 75266 | U.S. Citizenship and Immigration Services  
Attn: AOS  
2501 S. State Hwy. 121, Business Suite 400  
Lewisville, TX 75067 |
Composition Checklist…

7 Steps to Successful Photos

☑ Frame subject with full face, front view, eyes open
☑ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
☑ Center head within frame (see Figure 2 below)
☑ Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
☑ Photograph subject against a plain white or off-white background
☑ Position subject and lighting so that there are no distracting shadows on the face or background
☑ Encourage subject to have a natural expression

Figure 2. Head Position & Placement

Well-Composed Photos
RESPONSIBILITIES OF F-1 STUDENTS WHILE ON STEM EXTENSION OPT

As F-1 students on STEM extension OPT I understand that I must comply with the following guidelines to maintain my F-1 status:

- Submit a copy of the EAD (OPT) card upon receipt with current address and telephone number.
- Work in a paid position for an E-Verify employer for at least 20 hr/wk.
- Work in a position related to the STEM degree.
- Inform the DSO of any change of residential or mailing address within 10 days of the change.
- Inform the DSO of the name, address, telephone number of your new employer and employment start date within 10 days of finding the job.
- Inform the DSO of any interruption or loss of employment.
- Inform the DSO of any legal changes of name (proof of the new name needed).
- Inform the DSO of any change of status (copy of the approval notice needed).

Validation Report: “I understand that I must make a validation report every six months starting from the beginning of my STEM extension until the end. I must validate my full legal name, my current mailing and residential address, my employer current name, address and telephone number and the date I began working for my current employer.

Failure to comply will result with penalty imposed by the Department of Homeland Security. Manhattan students may e-mail or scan the information to bmultari@nyit.edu or rdespeig@nyit.edu or fax the information to 516 – 686 – 7483 / 212 – 261 – 1691.

“I agree to comply with my reporting requirements while I am pursuing my period of STEM extension OPT.”

Student’s Name_____________________________ Signature________________________
Date_________________ ID#________________________