OPT STEM EXTENSION INSTRUCTIONS

Step 1: If you have not reported your employment information and submitted a copy of your EAD, please do so by completing an OPT Validation Form:

- Go to http://www.bradley.edu/campuslife/diversity/forms/
- Click on Forms then select OPT Validation Form
- Complete the entire form. When you are finished, submit the form to the by email stated on the form.

Step 2: Upon receipt of the OPT Validation Form an I-20 recommending the OPT STEM Extension will be issued.

Step 3: When you receive the I-20, sign in the appropriate place then proceed to prepare your packet to be mailed to the appropriate USCIS lockbox. (E-Filling is not recommended at this time). Please note that it is your responsibility to ensure that all application materials are received by the USCIS prior to the expiration of your current OPT authorization.

- Form I-765. Please indicate (C)(3)(C) in item 16. Please make sure to provide the E-Verify information in item 17. It is a writeable PDF http://www.uscis.gov/sites/default/files/files/form/i-765.pdf.
- Sign in blue ink.
- Check or money order for $380, payable to the U.S. Department of Homeland Security
- Two recent passport-style photos (no more than 30 days old)
- Copy of new I-20 issued with OPT STEM Extension recommendation on the 2nd page
- Copy of passport biographical and expiration page(s)
- Copy of F-1 visa
- Copy of Form I-94 found at https://i94.cbp.dhs.gov/I94/consent.html
- Copy of current Employment Authorization Document (EAD) card (front & back)
- Copy of Bradley University Diploma
- Form G-1145 for e-Notification of Application/Petition Acceptance.

Step 4: Mailing Instructions: Please submit your packet to the lockbox.

USCIS Phoenix Lockbox. For U.S. Postal Service (USPS) deliveries:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034
What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receiving your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. **Do not mail your completed Form G-1145 to this address.**

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
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# I-765, Application For Employment Authorization

<table>
<thead>
<tr>
<th>Fee Stamp</th>
<th>Action Block</th>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Denied</td>
</tr>
</tbody>
</table>

- **Application Approved**
- **Authorization/Extension Valid From**
- **Authorization/Extension Valid To**

Subject to the following conditions:

- **Application Denied - Failed to establish:**
  - **Eligibility under 8 CFR 274a.12 (a) or (c)**
  - **Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)**

- **Applicant is filing under section 274a.12**

I am applying for:
- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. **Full Name**
   - (Family Name)
   - (First Name)
   - (Middle Name)

2. **Other Names Used** (include Maiden Name)

3. **U.S. Mailing Address**
   - (Street Number and Name)
   - (Apt. Number)
   - (Town or City)
   - (State)
   - (ZIP Code)

4. **Country of Citizenship or Nationality**

5. **Place of Birth**
   - (Town or City)
   - (State/Province)
   - (Country)

6. **Date of Birth** (mm/dd/yyyy)

7. **Gender**
   - Male
   - Female

8. **Marital Status**
   - Married
   - Single
   - Divorced
   - Widowed

9. **Social Security Number** (Include all numbers you have ever used, if any)

10. **Alien Registration Number (A-Number) or Form I-94 Number** (if any)

11. **Have you ever before applied for employment authorization from USCIS?**
    - Yes (Complete the following questions.)
    - No (Proceed to Question 12.)
    - Which USCIS Office?
    - Dates
    - Results (Granted or Denied - attach all documentation)

12. **Date of Last Entry into the U.S., on or about** (mm/dd/yyyy)

13. **Place of Last Entry into the U.S.**

14. **Status at Last Entry** (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. **Current Immigration Status** (Visitor, Student, etc.)

16. **Eligibility Category.** Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

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(c) ( ) ( ) ( )
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17. **(c)(3)(C) Eligibility Category.** If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

- Degree
- Employer's Name as listed in E-Verify
- Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

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**Certification**

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the Instructions and have identified the appropriate eligibility category in Question 16.

**Applicant's Signature**

Date of Signature (mm/dd/yyyy) __________

**Telephone Number** __________

**Signature of Person Preparing Form, If Other Than Applicant**

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

**Preparer's Signature**

Date of Signature (mm/dd/yyyy) __________

**Printed Name** __________

**Address** __________